



PK CONFIRMATION PACKAGE 2021

DAILY CAMP CHECKLIST

- **RUNNING SHOES**
- **LUNCH** *MUST BE NUT FREE
- **SNACKS** *MUST BE NUT FREE
- **WATER** *RE-FILLABLE BOTTLE
- **HAT**
- **SUNSCREEN**

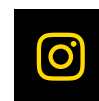
PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS.
MAKE SURE TO PACK ALL ITEMS IN A BACKPACK THEY CAN CARRY.



facebook.com/PlanetKidsSummerCamps



[@planetkids](https://twitter.com/planetkids)



[@pkcamps](https://instagram.com/pkcamps)

289-291-0870
PKINFO@PLANETKIDS.CA
WWW.PLANETKIDS.CA

WELCOME TO



Thank you for registering with Planet Kids Camps. This package provides important camp information, for both yourself and your child. Please take the time to read through it carefully to ensure your child is fully prepared for camp. We recommend you also review our FAQ page online at www.planetkids.ca. Feel welcome to contact us if you have any questions.

WHAT TO DO ON THE FIRST DAY

Daily Health Screening

Regardless of which location your child(ren) is attending, as per Public Health guidelines a Daily Health Screening form is to be completed for each child, every day before they get to camp.

A link to the screening form will be emailed to families prior to the week of camp. The form cannot be completed any earlier than 6:00 am each day.

MORNING DROP-OFF PROCEDURES

For morning drop-off at any of our locations,

- please follow the PK Camps directional signage and markings to the front of the school/community centre.
- At the front entrance, you will meet our Directors.
- Directors will verify your child's screening form was received, if it was not received families will complete the form with a Director, a temperature check will be done as well.
- Once the Director confirms the camper's health screening has been completed campers will then sanitize their hands and be taken into the facilities and to their group.
- We ask that all families maintain a distance of 2meters (6 feet) between other families

Please note: that parents/guardians are not allowed into the camp facilities

EVENING PICK-UP PROCEDURES

For evening pick-up at any of our locations

- Upon arriving at the facility to pick-up your child(ren) parents/guardians will text their family ID to the phone number provided in the weekly email.
- Directors will receive a notification, will then go and retrieve your child(ren) from their camp group & bring them to the pick-up spot
- Parents/Guardians will have to verbally verify with the Director their family ID and from there, their child will be released
- We ask that parents remain in the designated waiting area until your child(ren) has come out of the building and is at the sign-out table with the Director

If an alternate person is picking up your child(ren) from camp, we ask that a note be made in the screening form stating the name of the person picking up your child(ren). The alternate pick-up is required to follow the same protocol as above.



CAMP HOURS

Camp Hours		Camp Locations	
		Burlington @ Faith Church Oakville @ King's Christian Collegiate Mississauga @ Vic Johnston C.C Milton @ Croatian Club Karlovac	
Program Hours		9:00 am - 4:00 pm	
Regular Drop-Off Hours	AM	8:30 am - 9:00 am	
	PM	4:00 pm - 4:30 pm	
Extended Care Hours <small>*additional fee applies. Pre-register required.</small>	AM	8:00 am - 8:30 am	
	PM	4:30 pm - 5:00 pm	

CHANGING YOUR REGISTRATION

Camp/Bus changes may be made up to 7 days before the start of your child's camp, based on Availability.

We will do what we can to accommodate your request and will confirm such changes afterward through an updated confirmation email.

Although there is no administrative cost to make changes to your child's camp registration, there may be additional costs if you are changing the type of camp your child will attend and/or adding options such as Extended Care, or Sleepover where applicable. These additional fees must be paid by credit card immediately if you have already paid your account in full, and/or changes are made after June 1st. Otherwise, the added cost will be applied to your account balance to be processed June 1st.

To make any changes to your child's camp, busing or to add an option please contact our office either by phone 289-291-0870 or email pkinfo@planetkids.ca

CANCELLING YOUR REGISTRATION

We know that changes to your summer plans can happen, if you need to cancel your child's week of camp you can do so online by selecting the cancel button from the 'Your Account' page or contact our office either by phone or email. Refunds are processed weekly on Thursdays, back to the card we have on file for the family. For our full refund policy please refer to page 7 of this guide.



WEEK AT A GLANCE INFORMATION

Our weekly schedules are available electronically. The Week-at-a-Glance (aka. WAGs) will list the theme of the week, special activities planned for that week, and let you know if any special items that are needed from home.

To access the WAG for each camp you have booked, simply click the camp name where it appears on the home page of your family file (log in, scroll down to the section where camps are listed, below heading 'At A Glance'. Camp activities may vary for different age groups of the same camp program.

Be sure to view the correct schedule! Make sure the WAG you refer to is for the date, camp and age group your child is registered in for that week. (Check your child's age category by logging in to your family file and clicking 'Your Children')

Please Note: WAGS are not posted to family files until mid-June

EXAMPLE WEEK AT A GLANCE

PK WEEK AT A GLANCE

DISCOVERY GRADE 1-3



MONDAY	WELCOME TO CAMP  SPORTS DAY MINI SPECIAL	ARCHERY 	
TUESDAY	ARTS DAY 	ACTIVE GAMES MINI SPECIAL 	
WEDNESDAY	 MINI SPECIAL	SCIENCE DAY FIELD GAMES 	
THURSDAY	BUG HUNT <small>Please bring a net or container with you so you can catch some bugs. Bugs will be let go afterwards</small> 	NATURE SCAVENGER HUNT 	NATURE DAY MINI SPECIAL
FRIDAY		MAJOR SPECIAL <i>We hope you had a good week!</i>	

LOST & FOUND

PLEASE LABEL your child's belongings, with first and last name. Items that are found at camp that are labeled with a child's name will be bagged, sealed and labeled then given to the camper.

Items that are found without names will be bagged and kept for 1 week.

If your child has lost an item please contact our office via email at pkinfo@planetkids.ca listing the item(s) they have lost.

CAMP CHECKLIST

- **hat**
- **spray sunscreen**
- **lunch**
- **snacks**
- **re-fillable water bottle**



All snacks & lunch must be peanut & nut free

PROGRAM SPECIFIC INFORMATION



ART PROGRAMS

Art Ventures

Indoors & outdoors. We suggest sending your child with a smock such as an apron or an oversized, old shirt. All art supplies are provided.

Works of Art

Indoors & outdoors. Please send a smock such as an oversized, old shirt. All supplies are provided.

KINDER PROGRAM INFORMATION

Kinder Krafts

Indoors & outdoors. We suggest sending your child with a smock such as an apron or an oversized, old shirt. All supplies are provided.

Kinder Max

Indoors & Outdoors. All supplies are provided

Kinder Scientists

Indoors & outdoors. All supplies are provided.

LEADERSHIP PROGRAMS

Counsellor-In-Training (CIT)

If your child is registered in our CIT program, they are required to read our CIT Manual in advance. This manual will be emailed to them in June, using the email address from the Family File. The CIT Manual is important and includes further details about the CIT program to help participants prepare for their role.

Leadership Exploration and Development (LEAD)

Indoors & Outdoors. All supplies are provided.

OUTDOOR REC PROGRAMS

Discovery Camp

Indoors & Outdoors. All supplies are provided

SPORTS PROGRAMS

All-Star Sports

Indoors & outdoors.

Main sports played SK-Gr.1; Soccer-baseball, soccer, ball hockey. All equipment is provided.

Main sports played Gr.2-4; ball hockey, soccer, basketball and ultimate frisbee. All equipment is provided.

Ultimate Sports

Indoors & outdoors.

Main sports played; Ultimate Frisbee, basketball, spikeball, tchoukball. All equipment provided.

SPECIALTY PROGRAMS

Hands-On Science

Indoors & outdoors. All supplies are provided.

GROUPING WITH FRIEND OR SIBLING



We know that many campers are coming to camp, wanting to attend the same program as a friend or sibling. We will try our best to ensure your child and friend are together for the week.

In order to do this we, ask that each family adds in the name of the friend/sibling, to '**Camp Friends**' under your child. You can find this by, going to your family's home page. At the top you will see the tab 'Your Children', select it, then you will see 'Actions' - under here you will see 'Edit Grades & Friends', select it and it will bring you to each child you have on your file. In the box labelled 'friends' add in the names of friends/siblings. Once the names have been added, hit submit, friends' names have now been saved.

Please note the following:

- 1) please ensure the campers are registered in the same camp program as well as for the same week. We cannot match campers, who are registered in separate camp groups and different weeks.
- 2) If the children wanting to be grouped together have completed different grades i.e. one has just completed Grade 3 and the other Grade 4, you would need to contact our office, before camp begins about bumping one of the children up or down a grade level. *we cannot always accommodate a grade level change.
- 3) We will only bump a camper up or down by one grade level & does depend on the camp program you are wanting to bump into.
- 4) Once the week is in session we cannot make changes to a child's group, as per Public Health campers are required to stay in the same cohort throughout the week.

*Please note that we do not bump up campers who have just completed SK.

CAMP POLICIES

Dress Code Policy

At Planet Kids, we strive to provide an environment that is safe and fun, and one that makes a positive impact on children. With this in mind, a dress code is in effect and applicable to all campers participating in any of our camp programs. Your cooperation is appreciated. If your child does not meet the Planet Kids Dress Code, you may be contacted and asked to bring an appropriate change of clothing for your child, and/or your child may be required to leave camp (no refund or credit will be issued) and/or a warning note will be sent home.

Planet Kids Dress Code: Campers are not permitted to wear, carry or have on their person, clothing or accessories (hats, towels, lunch bags, knapsacks, etc) which have on the illicit, profane, suggestive, bias, sexually related, alcohol-related or tobacco-related text, graphics or logos.

Medication Policy

If your child requires medication while at camp a Medication Release & Permission to Administer Form is to be completed. The form is to be completed at the start of each week they are attending. Medication is kept with the staff working in your child's group unless it needs to be kept cold. Medication along with the form is to be handed to the Camp Directors at morning sign-in, please have medication in a sealed Ziploc bag with your child's name on it. If your child is a returning camper, please ensure his/her medical information is updated each year. Please note: we only accept the daily dosage amount each day.

EpiPens & Asthma Inhalers

Asthma Inhalers and EpiPens are the only medications that must remain in possession of the campers, that require them. Campers that will be carrying an EpiPen or inhaler will be given a yellow ribbon, which will be attached to their backpack to identify they have medication in their bag. This ribbon will be kept on the camper's backpack for the week. The medication release and permission to administer form still must be filled out.

Campers With Exceptionalities

Planet Kids welcomes campers with Special Needs/Exceptionalities into our programs. In order to provide the best possible camp experience for your child we ask that parents/guardians provide us with information about how to best support your child ie; campers' strengths, needs, strategies etc.

As a general rule if any of the following apply to your child it is recommended that he/she attend camp with a support worker, so they have the same level of support while at camp.

- extra support is required at school
- require additional support when dressing and toileting
- your child is associated with a support agency

If you plan to send your child to camp with a support worker, please inform us of this before your child's week(s) at camp. Unfortunately, Planet Kids is not in a position to provide campers with a support worker.

Please note: Planet Kids Staff are not able to help children with toileting

Lost and Found Policy

All items left behind at camp and found by our staff are laid out daily for campers to look through. Parents are also welcome to search through the lost & found items by visiting the camp during operational hours. Due to the high number of items lost and a very busy daily schedule with the campers, it is not possible for our staff to check the Lost & Found. All unclaimed items are held for 1 week, after which, they are disposed of or donated to a charitable organization. Items of particular value that are found by our staff, such as personalized earplugs and medicines, will not be put in the Lost & Found, but rather will be held by our Site Director pending return to the rightful owner. Campers are not permitted to have items such as iPods, cell phones, camera phones, hand-held gaming devices, valuable jewelry or toys at camp. PLANET KIDS AND ITS STAFF ARE NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

Program Cancellation Policy

We will do everything possible to avoid program cancellations; however, we reserve the right to do so if necessary. In this circumstance, we will accommodate your child in an alternate program or alternate week (as is available) or we will provide you with a full refund. The choice will be yours.

Refund Policy

If we are able to operate and you wish to cancel your registrations;

Camp registrations for the month of July will have until June 15th to cancel and receive a full refund. After June 15th for July registrations, a \$25.00 administration fee will be taken off each camp cancelled. If the registration is cancelled with less than 7 days notice no refund would be provided. Cancellation needs to be made online, requested by email or by leaving a voicemail at our office by 11:59 pm Sunday night.

Camp registrations for the month of August will have until July 1st to cancel and receive a full refund. After July 1st for August registrations, a \$25.00 administration fee will be taken off each camp cancelled. If the registration is cancelled with less than 7 days notice no refund would be provided. Cancellation needs to be made online, requested by email or by leaving a voicemail at our office by 11:59 pm Sunday night.

If we are unable to operate due to COVID-19

If we are unable to operate due to the current events of COVID-19, we would give the option of either a full refund or full credit for 2022, for families who are registered for this summer. All families registered would be contacted, should we be unable to operate.

Remaining Payment Policy

Important: It is your responsibility to inform us of any changes to your credit card number and/or expiry date before your final payment is processed. Otherwise, your final payment is processed on the same card as your deposit payment.

Masking Policy

Masking General

- During any interactions with parents Directors/staff will be required to wear a mask
- If a child is not able to wear a mask due to medical exemption, it is to be noted on their medical section so staff are aware when they attend camp
- During any interactions with campers when a 2-meter distance cannot be maintained staff will be required to wear a mask
- Campers in our Kinder Max, Kinder Krafts, Kinder Scientists will not be required to wear a mask at anytime

Masking Indoors

- All staff will be required to wear a mask while indoors.
- Campers will be required to wear a mask while indoors with the exception of campers enrolled in our Kinder Krafts, Kinder Max, and Kinder Scientists programs, who will not be required to wear a mask.

Masking Outdoors

- When outside and social distancing from other groups, staff, and campers can remove their masks unless they cannot maintain a safe distancing from one another within their group during an activity.

Daily Screening

- Parents/guardians will be required to complete the daily camper health screening prior to arriving at camp with their child(ren). Screening cannot be completed earlier than 6:00 am the day of camp.
- Upon arrival at camp, PK Directors will verify the health screening for each camper has been received
- If your child feels unwell or if you have selected 'Yes' to any of the screening questions we ask that you keep your child at home.
- Scan the QR Code below for the Daily Screening Form



Camp Groups/Cohorts

- Group/cohort sizes will be between 10-15 campers, in some cases, groups may have up to 20 campers. In any case, the number of campers per group will be below what the Ministry of Health outlines.
- Once camp is in session campers cannot change groups/cohorts
- Groups/Cohorts will not mix with one another

CAMP CODE OF CONDUCT



At Planet Kids, we strive to offer a positive, safe and respectful environment for all, and encourage all campers to demonstrate respectful and appropriate behaviour towards their peers and the camp staff. Please review the guidelines of behaviour below with your child before they attend camp.

Any person found demonstrating behaviour against our Code of Conduct guidelines will be dealt with according to the following 4-step disciplinary system:

Step 1: Camper receives a warning from Program Director and serves a absence. (Supervised time away from group and/or a game /activity /special event /swimming).

Step 2: Camper meets with Camp Director and/or parents are called to be advised.

Step 3: Parent is called and must pick up child from camp immediately.

Step 4: Camper is expelled from PLANET KIDS camps and cannot return.

At PLANET KIDS safe, respectful and appropriate behaviour does NOT include:

- Leaving area without a counsellor (staff member) – Grade 3 & under
- Leaving area without permission and a buddy – Grade 4 & up
- Standing on Picnic Tables
- Bare feet or Sandals
- Water fights – unless scheduled into program
- Sharing Hats or Clothing
- Sharing food
- Chewing Gum – unless given by counsellor
- Climbing Trees
- Carrying or throwing sticks
- Throwing rocks, sand or water
- Hitting, Kicking, Biting
- Wrestling Moves
- Swearing
- Smoking
- Stealing
- Bringing iPods, Cell Phones or Trading Cards to camp
- Putting heads or arms out bus windows
- Standing or Kneeling on buses

At Planet Kids ... We take having fun seriously!