



# PK CONFIRMATION PACKAGE 2025

## DAILY CAMP CHECKLIST

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

\*DAILY FOR KELSO SELECT DAYS ALL OTHER LOCATIONS SEE WAG FOR DETAILS

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



[facebook.com/PlanetKidsSummerCamps](https://facebook.com/PlanetKidsSummerCamps)



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



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



**text 289-814-1893**

\*this number is only enabled for text

289-291-0870

[PKINFO@PLANETKIDS.CA](mailto:PKINFO@PLANETKIDS.CA)

[WWW.PLANETKIDS.CA](http://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](http://www.planetkids.ca). Feel welcome to contact us if you have any questions.



Camp Hours		Camp Locations	
		Milton @ Kelso Conservation Area Mississauga @ Vic Johnston C.C Oakville @ King's Christian Collegiate	
Program Hours		9:00 am - 4:00 pm	
Drop-Off & Pick-Up Hours	AM	8:45 am - 9:00 am	
	PM	4:00 pm - 4:30 pm	
Extended Care Hours <small>* Additional fee applies. * Pre-registration required.</small>	AM	8:00 am - 9:00 am	
	PM	4:30 pm - 5:30 pm	
Bus Drop-off and Pick-up <small>* Additional fee applies * Pre-registration required * Available for Kelso only</small>		The time to drop-off and pick-up your child varies from stop to stop. Please see our detailed <a href="#">Bus Schedule For Times</a>	



## 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 May 1st. Otherwise, the added cost will be applied to your account balance to be processed May 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](mailto: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.



# WHAT TO DO ON THE FIRST DAY

## MORNING DROP-OFF PROCEDURES at CAMP LOCATION

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 camper information with you and a staff member will escort the camper into the facility

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

## EVENING PICK-UP PROCEDURES at CAMP LOCATION

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.

## BUS DROP-OFF PROCEDURES \*Applies to Kelso only \*\*pre-registration required

Parents are required to accompany their child(ren) to the bus stop each morning and check them in with the PK staff member at the stop. If you are giving permission for your child(ren) to walk to and from the bus stop, we ask that you bring them to the bus on Monday morning and provide the PK staff member there with a walk home permission slip.

Upon arriving at the bus stop campers will be checked in, on Monday morning they will be given a camper name tag, along with the bus coloured wristband that which identifies what bus colour they would look for in the evening.

## BUS PICK-UP PROCEDURES \*Applies to Kelso only

Campers who have permission to walk to and from the bus stop, are to check out with the Staff PK at the bus stop before leaving stop.

Parents waiting for pick-up at the bus stop are to check out with the staff member so we can ensure your child is properly released from our evening attendance.



## BUSING INFO

Busing is offered for Kelso camps only, and must be selected at time of registration. Please view our Bus Schedules for further details for all bus stops offered. Busing cannot be added once the week is in progress.

We do not allow families to only use busing one way to camp. If you have registered for busing it is expected to be the form of transportation used for the full week(s). We understand that there may be a day where an early pick-up is required this can be accommodated a Note to Camp is required for the day of the early pick-up.

If a camper does not take the bus on Monday morning to camp, they will not be able to ride the bus home Monday night. Monday mornings are very important for campers - they receive a bus tag, are informed of their bus number & are made aware of what stop they get on and off at each day, not taking the bus will have them miss out on all of this important information, the first day.

Bus Monitors are select Planet Kids staff scheduled to supervise children at the bus stop locations and on the bus to/from camp. Bus Monitors take attendance and collect medication, forms and messages. Although every effort is made, a Bus Monitor may not be available at all bus locations/all weeks.

We prefer that all campers arrive at and leave from their bus or camp location with their parent/caregiver. If however your child is at least 12 years of age and you intend for them to walk, you are required to sign and submit a Parent Consent to our staff in advance. This consent is found on our Note to Camp Form. Campers without the proper consent will not be permitted to leave their camp or bus location on their own, regardless of their age. Thank you for your co-operation.

## 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.

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



# LOCATION INFORMATION

## KELSO CONSERVATION AREA - MILTON - OUTDOOR LOCATION

Campers who attend our location at Kelso Conservation Area will spend the full day outside, as Kelso is a 100% outdoor location. Campers attending Kelso will also take part in daily swimming or other water activities at Kelso beach. Planet Kids staff & campers have an exclusive area of the beach roped off just for our programs and are provided with 2 life guards to help monitor our beach area.

**\*\*PLEASE NOTE;** campers attending our Kinder Programs & Crowns, Gems & Jewels will swim 4-days a week - Monday - Thursday.

### What we do during inclement weather:

Camps still place, with modified programming using the shelters around the park. We suggest packing your child with a rain jacket & rubber boots on days that could be rainy.

### What we do during extreme heat days:

During extreme heat days, camp programs will be modified with campers taking part in activities that require less movement, activities will be run in shaded areas, and under shelters with frequent water breaks. If able, added swim time will be arranged or will include more water activities.

## KINGS CHRISTIAN COLLEGIATE - OAKVILLE - INDOOR & OUTDOOR LOCATION

Campers who attend our location at Kings will spend the 60% of their time inside and 40% of their time outside. Swimming is not a part of the programming at Kings but, campers will take part in water activities 2-3 times a week.

### What we do during inclement weather:

Camps still place, with all programs staying inside.

### What we do during extreme heat days:

Camps will run inside the majority of the day with limited outdoor time.

## VIC JOHNSTON COMMUNITY CENTRE - MISSISSAUGA - INDOOR & OUTDOOR

Campers who attend our location at Vic Johnston will spend the 30% of their time inside and 70% of their time outside. Swimming is not a part of the programming at Vic Johnston but, campers will take part in water activities 2-3 times a week.

### What we do during inclement weather:

Camps still place, with all programs staying inside.

### What we do during extreme heat days:

Camps will utilize the indoor space at VJCC and air conditioning for programming, groups will still go outside for some programming. When outside activities will be run in shaded areas with frequent water breaks.



# 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



<b>MONDAY</b>	 <b>WELCOME TO CAMP</b> <b>SPORTS DAY</b> <b>MINI SPECIAL</b> <b>ARCHERY</b> 
<b>TUESDAY</b>	<b>ARTS DAY</b>  <b>ACTIVE GAMES</b>  <b>MINI SPECIAL</b>
<b>WEDNESDAY</b>	 <b>MINI SPECIAL</b> <b>SCIENCE DAY</b> <b>FIELD GAMES</b> 
<b>THURSDAY</b>	<b>BUG HUNT</b> <small>Please bring a net or container with you so you can catch some bugs. Bugs will be let go afterwards</small>  <b>NATURE SCAVENGER HUNT</b>  <b>NATURE DAY</b> <b>MINI SPECIAL</b>
<b>FRIDAY</b>	 <b>MAJOR SPECIAL</b>  <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](mailto: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 Nature Seekers**

Indoors & outdoors. All supplies are provided.

### **Kinder Scientists**

Indoors & outdoors. All supplies are provided.

### **Kinder Sports**

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.

### **Leadership Zone**

Indoors & Outdoors. All supplies are provided.

## OUTDOOR REC PROGRAMS

### **Discovery Camp**

Indoors & Outdoors. All supplies are provided

### **Outdoor Adventure**

Outdoors. All supplies are provided

### **Trad-X 1-2**

Outdoors. All supplies are provided

### **Trad-X 3-4**

Outdoors. All supplies are provided

### **Trad-X 5-8**

Outdoors. All supplies are provided

# PROGRAM SPECIFIC INFORMATION



## 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.1-3; ball hockey, soccer, basketball and flag football. All equipment is provided

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

### Basketball

Outdoors. All supplies are provided

### Big Wheel

Outdoors. Bikes supplied, campers are required to bring helmet

### Cheer-Dance

Outdoors. All supplies are provided

### Climbing Encounters

Indoors & Outdoors. All supplies are provided

Campers are bused from Kelso to Boulderz Indoor rock climbing in Mississauga Tuesday - Thursday.

Waiver package for participation will be sent to all families in May, to be completed prior to the first day of camp

### Sports Fusion

Indoors & outdoors.

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

Offsite trip to Bubble Force for Archery Tag

### Tag It Bowl It Putt It - KELSO location

Indoors & Outdoors. All supplies are provided

Tuesdays campers will be bused to Epic Laser in Milton

Wednesday campers will be bused to Splitsville in Burlington

Thursday campers will be bused to Putting Edge in Oakville

### Tag It Bowl It Putt It - KINGS location

Indoors & Outdoors. All supplies are provided

Tuesdays campers will be bused to Putting Edge in Oakville

Wednesday campers will be bused to Epic Laser in Milton

Thursday campers will be bused to Splitsville in Burlington

## SPECIALTY PROGRAMS

### Babysitters Club

Outdoors. All supplies are provided

### Build & Beyond Blockanics

Indoors & outdoors. All supplies are provided.

### Crowns, Gems & Jewels

Outdoors. All supplies are provided.

### Detective Lab

Indoors & outdoors. All supplies are provided

## SPECIALTY PROGRAMS

### Hands on Science

Indoors & outdoors. All supplies are provided

### Little Sparkz

Indoors & outdoors. All supplies are provided.

### STEM

Indoors & outdoors. All supplies are provided.



# 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.

## **Lifejacket Policy**

Location: Kelso - It is recommended that campers aged 7 and under wear a lifejacket while participating in swimming at the beach. It's at the discretion of parents by selecting 'Yes' or 'No' to wearing a lifejacket while swimming when registering for camp. Any changes in your child's lifejacket status must be put in writing and forwarded to a Planet Kids staff member/bus monitor.

Campers are very well supervised during swim times by both Planet Kids trained staff and certified lifeguards. Lifejackets are mandatory for all campers & staff while using canoes, kayaks or paddleboats.

Lifejackets are provided and can accommodate children up to 90 pounds. If your child is greater than 90 pounds you will be required to provide your own lifejacket.

## **Food Policy**

For the safety of campers and staff with life threatening food allergies, foods containing any type of nuts, nut by-products, or peanut oil are not permitted at camp. Campers are not allowed to share any food with fellow campers. Please stress the importance of this with your child in advance.

To reduce litter, we strongly encourage the use of litter-free packaging such as reusable containers and stainless steel drinking bottles for your child's food and beverage storage.

## **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.

## **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

## **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**

**Full Refunds:** Families may cancel their camp registrations and receive a full refund if the cancellation is made by May 1st.

**Cancellations Between May 1st and June 30th:** A \$25.00 + HST administration fee will be deducted from each registration canceled, provided the cancellation is made at least 8 days prior to the start of the camp week.

**Cancellations made on or after July 1st:** A \$50.00 + HST administration fee will be deducted from each registration canceled, provided the cancellation is made at least 8 days prior to the start of the camp week.

**Cancellations with Less Than 8 Days' Notice:** No refunds will be provided for cancellations made less than 8 days before the camp start date.

All cancellations must be submitted through one of the following methods: Online via our registration platform, By email, or By leaving a voicemail at our office.

To qualify for a refund, cancellation requests must be received by 11:59 PM two Sunday nights before the start of the camp week.

There is no fee to cancel a Waitlist registration.

## **Remaining Payment Policy**

Balance Payments on accounts are processed automatically on May 1st. If you wish to arrange a payment plan for your balance, please contact our office at [pkinfo@planetkids.ca](mailto:pkinfo@planetkids.ca) or by phone 289-291-0870 before May 1st to have a payment plan arranged.

**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.

# 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 seclusion. (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!**