

2017



Planet Kids Summer Confirmation Package

Thank you for your registration with Planet Kids Camps. This package provides important camp information. 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.

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Daily Camp Checklist

- Running Shoes
- Lunch *Must be nut free
- Snacks *Must be nut free
- Water *re-fillable bottle
- Bathing Suit & Towel
- Hat
- Sunscreen

Label all of your child's belongings.
Make sure to pack all items in a
backpack they can carry.

Camp Hours		Camp Locations		
		Kelso	King's	St. Mildred's- Lightbourn School
Regular Hours		9:00 am - 4:30 pm		
Extended Care Hours *additional fee applies. Pre-register required.	AM	8:00 - 9:00	8:00 - 9:00	8:00 - 9:00
	PM	4:30 - 5:00	4:30 - 5:30	4:30 - 5:30
Bus Drop-off and Pick-up *to guarantee each child's spot on the bus registration for the bus is required		The time to drop-off and pick-up your child varies from stop to stop. Please see our detailed Bus Schedule For Times		
Extended Care Hours at Designated Bus Stops *additional fee applies. Pre-register required.		We offer extended care at selected bus stops. AM Extended Care starts 30 minutes prior to the regular drop-off time, and PM Extended Care ends 30 minutes after the regular pick-up time.		

Sleepovers at Kelso Conservation Area

Sleepover Info

The sleepover activity is an option available for children finished grade 1 - 6 and attending Kelso Traditional Camp, Kelso Multi-Sport Camp & Kelso Nature Explorers. Campers sleep in tents

A sleepover also takes place for those registered in our Leadership Extreme Camp.

Click [Sleepover INFO](#) to download a full list of things to bring & what's provided.

Sleepover Food

All food is provided. All food used is peanut & nut free. While we are able to accommodate children needing a vegetarian option for meals, we cannot guarantee that we can meet other dietary needs. If your child does require a vegetarian meal or has a dietary restriction please notify us at least 5 days prior to your child sleeping over.

Sleepover Schedule

Kelso Traditional, Multi Sport, Nature Explorers Camp Sleepover

This is an extra activity that eligible campers must be pre-registered for. Cost is \$45/child + tax. Tents and meals are provided. The sleepover activity takes place on Wednesday night.

Sleepover option can be added until the Friday before. Please contact our office to add the sleepover option if interested and not already booked. Space is limited.

Leadership Exploration and Development Sleepover

This sleepover activity is included in the program and takes place on the first Thursday night of the 2-week session at Kelso Park. Tents and meals are provided.

Wilderness Sleepover

This 2-night sleepover activity is included in the program and takes place Tuesday night at Rattle Snake Point and Wednesday night at Kelso Park. Tents and meals are provided.

Click [Wilderness INFO](#) to download a full list of things to bring along.

Sleepover Checklist

- Sleeping Bag
- Pillow
- Foam mat
- Working Flashlight
- Toothbrush, Toothpaste, Soap, Washcloth, other personal hygiene products as needed
- Clean set of clothes for next day
- Sweatpants & Sweatshirt, lightweight jacket
- Swim Towel
- Label all belongings with your child's first and last name and pack in a different bag than their regular camp bag. Send the sleepover bag with your child to camp on the morning of their sleep-over.

ART PROGRAM INFORMATION

Art Ventures

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

Claymation

Indoors & Outdoors. All supplies are provided by Directors Cut

Graffiti Art-Attack

Indoors & outdoors. All other supplies are provided.

Lego Animation

Indoors & Outdoors. All supplies are provided by Directors Cut

Works of Art Camp

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

KINDER PROGRAM INFORMATION

Kinder Krafts Camp

Outdoors. All supplies are provided. Please send a smock such as an oversized shirt. All other materials are provided.

Kinder Max Camp

Indoors & outdoors. All supplies are provided.

Kinder Move & Music

Indoors & Outdoors. All supplies are provided

Kinder Nature Seekers

Outdoors. All supplies are provided.

Kinder Scientists Camp

Indoors & outdoors. All supplies are provided.

Kinder Sports Camp

Outdoors. All equipment is provided.

LEADERSHIP PROGRAM INFORMATION

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. CIT's registered after June 1st are required to review the CIT Manual from our website.

Leadership Exploration and Development (LEAD)

Outdoors. All supplies are provided. Thursday night sleepover not mandatory but is highly recommended. Offsite trip to an Escape Room Tuesday of second week

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')

Info about Camper Walking to/from Bus or Camp Location

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.

Leadership Zone

Outdoors. All supplies are provided.

OUTDOOR REC PROGRAM INFORMATION

Nature Explorers Camp

Outdoors. Good running/walking shoes highly recommended. Campers will be bused off-site one day a week to Hilton Falls to explore the trails & falls. All supplies are provided.

Outdoor Adventure Camp

Outdoors. Hiking/Walking shoes highly recommended. Campers will be exploring the caves on the Kelso escarpment and hiking to Hilton Falls, one day a week.

Traditional Camp

Children registered in our Traditional Camp will be divided into groups according to their finished school grade. Please update your child's information annually to ensure they are placed in the correct age group. ([Login](#) to your PK account then click Your Children).

Wilderness Camp

Outdoors. Hiking/Walking shoes highly recommended. This program includes a 2-night sleepover - please view our [Wilderness Info Package](#), for a list of what your child needs to bring for the sleepover.

SPORTS PROGRAM INFORMATION

All Star Sports Camp

Indoors & outdoors. All equipment is provided.

Basketball Camp

Outdoors at Kelso. Indoors at Kings location. All equipment is provided.

Cheer-Dance Camp

Outdoors. Campers may be required to stunt fellow campers during cheerleading routines, such as Pyramids. A performance will take place on the last day where parents are welcome to attend. An email will be sent with more details.

Multi-Sport Camp

Outdoors at Kelso location. Indoors & outdoors at Kings location. All equipment is provided.

Net-Sports Camp

Indoors & outdoors. All equipment is provided.

Info about Busing & Bus Monitors

Busing is provided at no added cost for Kelso & King's camps, and must be selected at time of registration. There are different stops and schedules for each camp location. Please view our [Bus Schedules](#) for further details. Busing cannot be added once the week is in progress.

We do not allow families to only use busing one way too 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. Please see our [Bus Schedules](#) for further information.

Shoot IT, Jump IT, Climb IT Camp

Indoors & outdoors. All supplies are provided.

Campers will go off-site twice during the week.

Tuesdays they will go to AirRiderz Indoor Trampoline Park located in Mississauga.

Thursdays they will go to Archery Terminal located in Burlington.

Please note: In order to jump at AirRiderz and play the course at Archery Terminal, a waiver needs to be signed by the parent/guardian before camp begins. Waivers will be available on our [Documents page](#) April 1st, they will also be emailed out to all families, after April 1st.

Soccer Camp

Outdoors at Kelso location.

Shin guards and cleats optional. All other equipment is provided.

Swing Sports Camp

Outdoor. Campers will be going off-site 3 times a week. Twice to the Bob Rumble Driving Range (Monday & Wednesday) and once to the batting cages at Mainway Sports in Burlington.

If campers have their own clubs, we suggest bringing them. They can be kept at Kelso, in our locked storage.

Tag IT, Climb IT, Putt IT Camp

Indoors & outdoors. All supplies are provided.

Campers will go off-site twice during the week.

Tuesdays they will go to Laser Quest in Oakville.

Thursdays they will go to Putting Edge in Oakville.

Ultimate Sports Camp

Outdoors at Kelso location. Indoors & outdoors at Kings location.

All equipment provided.

Volleyball Camp

Outdoors. All equipment is provided.

Waterfront Camp

Outdoors. All equipment is provided. While on the water, during boating time campers will be required to wear a lifejacket.

SPECIALTY PROGRAM INFORMATION

Animal World

Outdoors. Campers will go on a trip to African Lion Safari on Thursday (included with program), and may bring spending money from home for the gift/snack shop. We recommend a maximum of \$20. The Traveling Reptile will visit Animal World Campers & staff on Tuesdays, each week.

Babysitters Club

Outdoors. All supplies are provided. There is a Certification test done on the Friday.

Construct It Camp

Indoors and Outdoors. All supplies are provided.



Changing Your Registration

Camp/Bus changes may be made up to 7 days before the start of your child's camp, based on Availability. Please [Contact Us](#) for assistance.

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.

Crowns, Gems and Jewels Camp

Outdoors at Kelso and Indoor at Kings. All supplies are provided.

Farm Life Camp

Outdoors at Country Heritage Park. Rubber boots are required, in addition to the items listed on our General Camp Checklist. Their boots can be kept at camp throughout the week.

If your child is registered in our farming camp without bussing, please drop them off & sign them in with one of our Directors at Kelso Park in front of the Boat Rentals. Evening pick up will take place from Kelso Park in Picnic Area #6.

Kelso Park Picnic Area #6: Upon entering the gates at Kelso, take an immediate right, then another immediate right down into lower picnic/ parking area.

Park Boat Rentals: Upon entering the gates at Kelso Park, take an immediate right and drive ahead a short distance to parking area. Park and sign your child in with the Planet Kids staff on duty at the Boat Rental.

Hands On Science Camp

Indoors & outdoors. All supplies are provided.

It's A Girl Thing Camp

Outdoors at Kelso and Indoor at Kings. All supplies are provided.

Junior Archaeologist Camp

Indoors & outdoors. All supplies are provided.

Let's Build Blockanics Camp

Indoors & outdoors. All supplies are provided.

Let's Build Robotics Camp

Indoors & outdoors. All supplies are provided.

Mini Chefs Camp

Indoors. All supplies are provided.

Please note: Campers are still required to come to camp with a lunch and snacks. All food items used are peanut and nut free. We are unable to accommodate other allergy or dietary needs.

Time Travellers Camp

Indoors & outdoors. All supplies are provided.

Info about friends/ siblings wanting to attend camp together

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 families 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 labeled '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) Grade levels for our Traditional Camp program, at Kelso are, each separate camp groups, with the exception of our Grade 7-8 group. If the children wanting to be grouped together have completed different grades i.e. one has just completed Grade 4 and the other Grade 5, you would need to contact our office, before camp begins about bumping one of the children up or down a grade level.

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.

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 them illicit, profane, suggestive, bias, sexually related, alcohol related or tobacco related text, graphics or logos.

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.

Location: King's & St.Mildred's-Lightbourn School - Campers 9 years of age and under are required to wear a life-jacket while swimming to meet the ratio or supervision requirements set by Municipal Pools. Campers 10 years of age and older are required to pass a swim test to be allowed to swim without a lifejacket.

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

Medication Policy

If your child requires medication of any kind while at camp, you must sign a [Medication Release & Permission to Administer Form](#) giving permission for Planet Kids staff to administer the medication to your child. This form can be found online (see link above) and from the Planet Kids staff at your child's bus stop or camp location. Medicines must be handed to the bus monitor or camp director, in a sealed ziploc bag labeled with your child's name along with the form. Epi-pens and asthma inhalers are to be held on to by the child to whom they belong, but staff must be informed in writing that they will be carrying this with them throughout the day. Campers that have an inhaler or epi-pen will be given a yellow flag, that will be placed on their backpack, this way staff can easily determine which bag to go, if an emergency arises. Please be sure to review your child's medical information when registering, and update it when necessary.

Late Fee Policy

It is important to pick up your child on time each day. If you are late, you will be expected to pay a late fee of \$5.00 per child, for every 5 minutes or part thereof to the Planet Kids staff member in attendance of your child, or these fees may be charged to your account.

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.

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 a full refund. The choice will be yours.

Refund Policy

Cancellations may be made online or requested by sending written notice to our administrative office either by email or fax. [Contact Us](#).

Cancellations made online or requested by June 1st, 2017, will be refunded in full.

Cancellations made online or requested after June 1st, 2017, AND at least 7 days before the start of the camp, will be refunded the amount paid less a \$25 + Tax administration fee per child, per week cancelled.

Cancellations made or requested less than 7 days before the start of the camp will not be refunded or credited any amount. **Cancellation needs to be made online, requested by email or by leaving a voicemail at our office by 11:59 pm Sunday night.**

This policy applies to all programs and camp options.

If your child cannot attend camp for medical reasons, please contact our office. A Credit Note will be issued upon receipt of a doctor's note. No other exceptions will be made. Camp registrations are non-transferable.

Declined Payment Policy

A fee of \$25 will apply to any declined cheque and credit card payments.

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 ... We take having fun seriously!

**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, mp3s, Cell Phones or Trading Cards to camp
- ▶ Putting heads or arms out bus windows
- ▶ Standing or Kneeling on buses