

WWW.RICHMONDHILLDAYCAMP.COM



PARENT HANDBOOK 2024

a lifetime of skills & great memories

Dear RHCC Day Camp Families,

Thank you for choosing Richmond Hill Country Club Day Camp this summer! We look forward to welcoming you and your child on Opening Day! This summer we are committed as ever to creating a safe, fun, inclusive, and memorable camp experience for your child and every camper.

Whether this is your first summer with us, or your child has attended RHCC Day Camp before, please take the time to carefully review the following pages. This handbook contains useful information we want you and your child to know so their time with us is as enjoyable as possible.

At camp, your child will have the opportunity to experience a variety of activities and experiences that will remain with them for the rest of their lives. Our vision is to positively impact the lives of children and youth with skills and great memories that last a lifetime.

At Richmond Hill Country Club Day Camp, our goals are:

- **BUILDING SKILLS:** Campers should be exposed to a wide variety of activities, become more proficient in skills that they are passionate about, try new things and cultivate skills.
- **PROVIDING A SAFE ENVIRONMENT:** Campers should have a physically and emotionally safe and fun environment that allows each campers' unique interests and abilities, and differences to be respected and nurtured
- **DEVELOPING SELF CONFIDENCE & SELF AWARENESS:** Campers should be given the opportunity to grow as individuals and develop confidence in their abilities
- **BUILDING RELATIONSHIPS WITH OTHERS:** Campers are encouraged to nurture their creative spirit and develop a sense of self-understanding that allow campers to make friends and foster lifelong friendships

Plans are underway to make Summer 2024 our best summer yet! We have jam-packed our days with creative, exciting, and well-organized programs. Our goal is to keep your children safe, energized, stimulated, and most of all - happy each and every day. Camp is about connection: to each other and to the outdoors.

As you read through this handbook you will get a glimpse into what our camp is all about. We have attempted to anticipate questions and concerns that are important to parents and campers, and hope to provide all the information that you may need. However, our phone lines are always open and one of our friendly senior staff members will be more than happy to assist you anytime, all the time!



AND THE STAFF AT THE
RICHMOND HILL COUNTRY
CLUB DAY CAMP

Communicating **WITH PARENTS**



Jay Wolkoff



Wendy Rom



Dante Young

Communication between parents and the camp is a crucial part of building a strong and long lasting relationship and ensuring each child receives the best camp experience possible. We want to hear from you anytime you have a compliment, concern or constructive criticism.

We pride ourselves with our open lines of communication. In past years, we have enjoyed chatting in the morning at drop off or getting updates on the day during pick up. Furthermore, parents are always welcome to come and visit us in the office.

Communication is done through email or phone. Please note that it may take up to 24 hours to respond to inquiries. Communication received after camp hours will be followed up the following day.

Keeping open lines of communication with each camp family has always been and continues to be a #1 priority.

How to contact us:

By Telephone:

Main line (905) 731-2800

- For late arrivals, early pick-ups, and questions about camp or registration, contact Wendy Rom (Camp Administrator) at ext. 240
- For programming questions contact the camp office at ext 280 or 240
- For questions related to registration or CampBrain, contact Dante Young (Registration Director) at ext. 248
- For all other inquiries, contact Jay Wolkoff (Camp Director) at ext. 280

By email:

Camp Director – j.wolkoff@richmondhillcountryclub.com or campdirector@richmondhillcountryclub.com

Camp Office – rhccdaycamp@gmail.com

Camp Administrator – wrom@richmondhillcountryclub.com

Camp Registration – danteyoung@richmondhillcountryclub.com

Health Care Team – rhccdhealthcentre@gmail.com

Communication Blasts:

We send all communication through email. Newsletters, announcements and health care visits will come via email. Be sure to add our email addresses to your "Safe-Senders List".

Follow us on Social Media:

Instagram - [@rhccdaycamp](https://www.instagram.com/rhccdaycamp)

Twitter- [@rhccdaycamp](https://twitter.com/rhccdaycamp)

We want to hear from you anytime!

Absent from Camp?

If your child is absent from camp, it is important that you contact the camp to let us know that your child is away. Please email wrom@richmondhillcountryclub.com or call 905-731-2800 x 240

PARENT DROP-OFF & PICK-UP

The Club is renovating to serve our members better. We apologize for the inconvenience in our parking lot. The construction taking place at the Club will have minimal impact on the operations of camp. However, we are aware that during the construction there will be fewer spots in the parking lot. Families can park in either lot (the far west or far east parking lots). If you prefer to take advantage of our Extended Hours, which are included in your camp fees, please contact the office.

Extended Hours

Our Extended Hours program operates from 7:45 am to 5:45 pm. This program is by registration only and must be arranged **prior** to the start of the session.

In the morning, campers can be dropped off as early as 7:45 am. Parents must accompany their child to the playground area in front of courts 19 & 20.

In the afternoon, parents are to come to the playground area in front of courts 19/20, to pick up their child. Camper(s) will only be released if the individual picking up has the Camper ID card, which is emailed out prior to the start of the session.

Morning Parent Drop Off

Regular Camp hours are from 9am to 4pm daily. In order to help alleviate line-ups and ensure that the arrival process runs smoothly, please drop your camper(s) off at the 10 minute time-slot listed below. If you have multiple camper(s), please drop your children off at the earlier time-slot.

Golf Academy – 8:35 am – 8:45 am

Tennis Academy– 8:35 am – 8:45 am

please be sure that Golf and Tennis campers are at camp by 8:35am so they are not missing their program.

Grizzlies – 8:45 – 8:55 am

Tiggers – 8:45 – 8:55 am

Coyotes – 8:45 – 8:55 am

Jaguars – 8:55 – 9:05 am

Cheetahs - 8:55 – 9:05 am

Sports – 8:55 - 9:05 am

CITs – 9:05 am

Morning drop off will take place at the entrance to the campsite (at the top of the hill). Members of the Leadership Team will be present from 8:45 am to 9:10 am. to check your child in and join them with his/ her appropriate group.

Morning
DROP OFF

Should you arrive after 9:10 am, please be sure to check your child in at the camp office. Please do not just send your child down the camp hill without a staff member present as locations can change and we need to ensure that your child is properly connected with his/ her group. **The camp is not responsible for any child that is not checked in properly at the entrance to camp with a member of the Leadership Team.**

We know there may be delays in checking in your child in the morning, especially at the start of a new session. Please leave time so you are not late for work/ appointments. We thank you in advance for your patience. Please know that we are doing this for the safety and well-being of our campers and staff. Together, we can ensure a safe camp community.

End of Day Parent Pick Up

As usual, we will be staggering the dismissal of our camp program. The most eastern part of our parking lot will be barricaded. Please do not drive your vehicle into this area during the dismissal time as the campers will be dismissed from this area.

Grizzlies - 3:50pm

Coyotes 3:55pm

Tiggers 4:00 pm

Sports 4:05 pm

Tennis Academy 4:05pm

Golf Academy 4:05 pm

CIT 4:05 pm

Jaguars 4:10pm

Cheetah 4:10 pm

PM Extended Hours ends at 5:45 pm

Your child will be brought into the barricaded section at the time indicated above. In order for your child to be released, you must show your camper ID card, which will be emailed to you the week prior to the start of the session.

Early Pick-Up

If you are picking up your child early from camp, please be sure to provide us with as much advance notice as possible. We ask that you call our camp office at 905-731-2800 ext 240 on the morning of the early pick up, so we can communicate this well in advance to the camp staff. Please meet your child at the camp office at your requested time. Please note: we cannot accommodate early pickups between 3:20pm and 4:10pm as our staff are involved in the dismissal process.

Parent
PICK UP

CAMPER ID CARDS

RHCC DAY CAMP

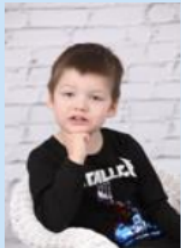
Camper Identification Card

At dismissal, you are required to present this card to a senior staff member

Child's Name: John Smith Cabin: Coyotes 1

Parent(s) Name: Jane Doe

You may screenshot and save in your photos for the session



Camper ID Cards are used as a quick method to check out campers from camp. When picking up your child, you will be asked to show your Camper ID Card to a member of staff. This camper ID card is generated by RHCC Day Camp and is emailed to families the week prior to the start of the session. We suggest that you save this card on your smartphone by taking a screenshot of it or downloading it to one of your files. Alternatively, you may print and carry the card with you during pick up.

Is someone else, like a grandparent or a neighbour, picking up your child? Send them your Camper ID card so they can show it upon arrival at the camp.

IMPORTANT DATES

Virtual Open House	Pre-recorded Session will be emailed by June 28
Camp Closed- Canada Day	July 1
Session 1	July 2 to July 12
Session 2	July 15 to July 26
Family Night- for July campers	July 17
Session 3	July 29 to August 9
Camp Closed-Civic Holiday	August 5
Session 4	August 12 to August 23
Family Night- for August campers	August 7

Theme Days

In addition to our regular programming, we have many special theme days planned. Send your camper(s) dressed in their favourite costumes. Please make sure that everything you send is well-labelled and that ***no valuables or replica weapons*** are sent to camp.

Theme Day	Dress Up
Week 1 July 2-5	Red and White Day
Week 2 July 8-12 - Time Travel	Tie Dye/ Hippy
Week 3 July 15-19 - Carnival & Circus	Disney
Week 4 July 22-26 - Olympics	Team Colour (TBA)
Week 5 July 29- Aug 2 - Minions	Minions
Week 6 August 6-9	Superhero
Week 7 August 12-16 - Marvel Olympics	Team Colour (TBA)
Week 8 August 19-23 - Video Games	Pajamas

To Camp

WHAT TO BRING

CLOTHING REQUIREMENTS & LABELLING

- 2 Bathing Suits (please send campers dressed in a bathing suit worn under their shorts and t-shirts if they are comfortable to do so and remember to pack extra underwear in their bags)
- 1 Labelled refillable water bottle
- 1 Protective Sun Hat (every camper must have a sun hat)
- Running shoes (campers cannot wear slides, sandals or crocs to camp in order to participate in all physical activities)
- Spray Sunscreen (well-labelled)

-For Sports Campers: please send a baseball glove (loaner equipment is available if you do not have).

-For Golf Academy Campers: Golf Clubs (well-labelled); will be locked up and returned at the end of the week unless otherwise notified (loaner equipment is available if you do not have)

-For Tennis Academy Campers: Tennis Racquet and non-marking soled running shoes (no sandals, crocs, flip-flops or slides)

-On Cool Days: Please send your child with a sweatshirt and long pants, in addition to their shorts/ t-shirts so they can remove a layer as the day warms up.

-On Rainy Days: Please send raincoats and boots

Please do not overload their knapsack with unnecessary clothing—your camper has to carry it!

Please LABEL all camper clothing, including hats, sunscreen and shoes!

Get ready for camp with waterproof personalized labels!



We sell combo packs!

Day Camp Label Pack
Sleepaway Camp Label Pack



How to Order
camps.mabelslabels.com
or call 1-866-30-MABEL (62235)



Happy Campers
Use Mabel's Labels

Labels for the stuff kids lose®

camps.mabelslabels.com



REMINDER

Sunscreen

We are asking that all campers bring spray sunscreen for easy application.

Important INFORMATION

Lost & Found:

Camp is a very busy and exciting place to be. From time to time, your child may misplace something. If it is labelled, we take every opportunity to return it to the child the next day. If it is unlabeled, it is placed in our lost and found bin and parents are welcome to search for the item. If your child has misplaced something, we would be happy to look for it. Please email us at rhccdaycamp@gmail.com.



Sun Safety

We are a certified Sun-Aware camp! Staff are trained to ensure campers' safety at all times! We strongly suggest that campers bring **SPRAY SUNSCREEN** and a sunscreen stick for the face. Sunscreen should be applied prior to arriving at camp. It will be re-applied after swim and throughout the day as needed.

All campers should be wearing a hat and cover up throughout the day.

EXTREME HEAT & RAINY DAYS

We are prepared to handle all weather at camp. To beat the heat, we encourage campers to re-apply sunscreen, wear a hat, drink water, stay in the shade, or keep cool in our air-conditioned indoor facilities. In heavy rain or extreme conditions, programming continues as usual in our indoor locations. Please monitor the weather reports and send the appropriate clothing and footwear for the weather.

HEALTH CENTRE

Our Health Centre is staffed at all times during the camp day. The Health Centre staff are on site to respond to all medical issues as well as administer required medication.

It is the responsibility of the parent/guardian to notify RHCC Day Camp of any changes to the information provided on the Camper Health Form (completed at the time of registration) so that we have the most recent medical information for all campers.

In the event that your camper visits the health centre you will be notified of the visit, either by email or by phone, with details of the visit. If the camper needs to be picked up the parent/guardian will be notified immediately.

Important INFORMATION

Please do not send your camper to camp if it is suspected that he/she is not feeling well.

If your camper has been home ill, they must be fever free for 24 hours before returning to camp.

If your camper has a fever, once the fever has been controlled for over 24 hours without medication, the child is usually safe to return to camp. However, your child may still need to stay home if they are continuing to experience other symptoms, such as diarrhea, vomiting, or a persistent cough.



Head Lice:

We must take extra precaution to limit the transmission of lice at our camp. Though bothersome, head lice will not harm children and adults, nor cause illness. Having head lice does not mean a person is unclean or the environment is dirty. Head lice are almost always transmitted from one person to another by head-to-head contact.

ALLERGIES – WE NEED YOUR COOPERATION!

A number of campers at our camp have Life Threatening Allergies to food such as nuts, nut oils, various fruits and vegetables, as well as certain food additives.

At RHCC Day Camp, we provide all food and snacks during the camp day for both our campers and staff to ensure the safety of everyone. The food and snacks we provide are all nut free. **NO OUTSIDE FOOD OR SNACKS ARE ALLOWED ON THE CAMP PROPERTY.**

Anaphylaxis is a life-threatening allergic reaction. Our staff at RHCC Day Camp are educated and trained on anaphylaxis and how to use an epi-pen. All of our staff, including Catering and the Executive Chef, are notified and briefed of camper food allergies and restrictions.

As a precaution and easy way to identify campers with life-threatening allergies, campers who carry an epi-pen will be required to wear a red bracelet as a visual to all staff who may interact with your child.

Thank you for your continued support and to ensure we provide the safest measures for our entire camp community.

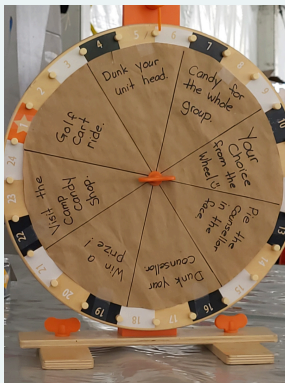
Important INFORMATION

MEDICATION & MEDICAL CONDITIONS

No medication can be given at camp without the permission from a camper's parent/legal guardian. This includes prescriptive and all over-the-counter medication.

If you are planning to send medication, it **MUST** be in the ORIGINAL BOTTLE labelled with the camper's name, name of medication and dosage required and time to administer the medication. Please complete the form found in appendix A: Administering Medication. Send enough medication for camp use only, leaving the remainder at home. Medication may be administered by the Health Centre or a person designated by the nurse or the Camp Director.

Important Note- In case of communicative diseases such as COVID-19, Chicken Pox, German Measles, Pink-Eye, Lice, Hand Foot & Mouth, Contagious Illnesses, or Serious Flu, with any member of your family PLEASE NOTIFY THE CAMP OFFICE IMMEDIATELY!



Birthdays at Camp

Birthdays that take place while your child is at camp are always special! Your child will spin the birthday wheel for a special activity, such as "pie your counsellor" or a golf cart ride on their special day.

At lunch, your child's cabin will get to celebrate with cupcakes! Please note: no outside food will be permitted to celebrate.



Things to leave at home

- Please **DO NOT** send cell phones or any other electronic equipment to camp (i.e. iPods, iPads etc.).
- Please do not send your camper with toy guns, knives or weapon toys.
- Leave toys, dolls and stuffed animals at home! We cannot be responsible for favourite toys that go missing!
- No outside food or drinks (other than water) are allowed on the campsite. Sunflower seeds and gum are not permitted at camp.

The camp is not responsible for the loss, theft, or damage to any electronic device or toy brought to camp by a camper.

Safety first

Important

INFORMATION

Session Transitions

At the end of every two week period, we say goodbye to some of our campers and prepare for new campers to join our program. During these periods of transition, we endeavor to keep camp as consistent as possible.

Swimming at Camp

All campers (except for the Academies and CITs) receive both an instructional swim (AM) and a recreational swim (PM) daily. Instructional swim takes place in the outdoor pool (weather permitting) and we use the indoor pool for recreational swim in the afternoons.

Our goal for swimming is to cultivate a love for the water through the development of skills, confidence and an understanding of water safety in the pool. We utilize floatation devices and creative learning techniques with our instruction. We follow the Lifesaving Society Learn to Swim Program offering all levels, skills, and safety education.

Each swim period is 35 minutes in length. The Swim Staff are on the deck instructing, lifeguarding and supervising the pool during this time. Camp counsellors will be in the water with their campers.

At the end of the session, you will receive a Swim Report Card emailed to you on the progress they made during the session. If your child passes their swim level, a badge will be sent home.

If your child has successfully passed a swim level since you have registered, please email or call the camp to let us know.

If you have questions regarding the swim program or the progress of your child, please email or call the Camp Office and the message will be given to the Head of Swim. Please note that it is not possible to speak to the swim staff during the camp day.



LUNCH

Lunch is provided to each camper, prepared by Club Catering, on a two-week menu rotation. Food will come pre-packaged and delivered to our campers. Our menu, listed below, is subject to change. Each lunch will come with a dessert.

Week 1

LUNCH

Day of the Week	Main	Side	Vegetarian
Monday	Chicken on a Bun	Diced Potatoes	Vegetarian Burger
Tuesday	Penne Alfredo	Roll	None Required
Wednesday	Chicken Fingers	Diced Potatoes	Vegetarian Nuggets
Thursday	Penne with meat sauce or butter on the side	Roll	Pasta with Tomato Sauce
Friday	Cheese Pizza	Half corn on the cob	Regular Main (Pizza)

Week 2

LUNCH

Day of the Week	Main	Side	Vegetarian
Monday	Hamburgers on a bun	Diced potatoes	Vegetarian burger bun
Tuesday	Soft Taco Tuesdays/Family Style	Taco Toppings	Veggie Tacos
Wednesday	Breaded chicken wrap	Carrots and Celery/Ranch	Veggie nuggets wrap
Thursday	Pasta with Rose sauce & chicken	Roll	Pasta with Rose sauce
Friday	Grilled Cheese	Diced Potatoes	Lactose free cheese

Cheese, jam, and turkey sandwiches are available as an alternative to the daily menu items. Gluten free and vegetarian meals can be arranged in advance by emailing the camp two weeks prior to the start of the session.

SNACKS

Campers will be provided with a snack bag, with two items (ex: fruit, cheese string, yogurt tube) and a juice box daily.

1

Camper Behaviour Policy

At RHCC Day Camp, our primary priority is to promote a safe, caring and supportive environment in order to optimize camper and staff safety, effectiveness and respect within each cabin group and at camp in general.

The discipline of campers begins at home with parents/guardians who are the first and primary caregivers for their children. This includes responsibility for social development, behaviour and discipline. RHCC Day Camp encourages a partnership with parents in support of campers' social and emotional growth. Clear behavioural expectations support camper engagement and are based on meaningful communication between peers, parents and staff at camp.

Staff strive to create a positive camp culture that reinforces positive and productive behaviours while providing predictable and supportive consequences to behaviours that are identified as being inappropriate. It is the intent in all situations involving aggression to achieve fairness in consequences for the aggressor and support the victim. Campers become aware of the consistent discipline approaches employed by camp staff and supervisors when a child exhibits inappropriate behaviour. When inappropriate behaviour occurs, progressive discipline practices are used. These practices include a wide range of positive practices to teach, reinforce and address behaviour. Parents are always informed if a situation arises.

2

Camper Discipline

There will be times during camp when it becomes necessary to be authoritative with a camper. Cabin Counsellors will speak individually with the camper

- To encourage a camper to use words to solve disagreements peacefully.
- To re-direct a camper to a new activity.
- To remove a camper from the activity/group until the camper is ready to rejoin the group.

Should the behaviour continue, or if the behaviour is extreme, the camper will be brought to the camp office to speak to their Unit Head or Camp Director.

At the discretion of the Director of RHCC Day Camp, a camper may be removed from camp if the camper has demonstrated, through a pattern of behaviour, that she/he has not prospered by the care and instruction available to her/him and that she/he is persistently resistant to making changes in behaviour which would enable her/him to prosper. The Director may ask that a camper be removed for 1 day or longer depending on the nature of the behaviour. RHCC Day Camp will do its very best to ensure all campers are safe at all times. **Unfortunately, we will not refund a family for days missed due to a camper's inappropriate behaviour.**

RHCC Day Camp ensures that staff are well trained and prepared to care for children. Along with training in creative programming, daily routines and general planning, staff are well trained in Epi-pen and Emergency Procedures.



R.H.C.C. DAY CAMP

SENDING MEDICATION TO CAMP



Name of Camper: _____

Session: _____

Unit/ Cabin: _____

Frequency of Medication:

☐ Daily ☐ Only When Needed ☐ From _____ to _____

Time Administered:

☐ Start of the day ☐ lunch ☐ Other: _____

Medication Name: _____

Dosage: _____

Medication Location: ☐ to be kept at camp ☐ sent home daily

Medication Storage: ☐ room temperature ☐ refrigerate

Are there any side effects to the medication? ☐ Yes ☐ No

If yes, please describe: _____

Additional Instructions, if any: _____

The medication **must** be delivered to camp:

- in the original prescription container;
- clearly labeled, with the camper's name;
- name of the medication;
- dosage/frequency;
- physician's name;
- storage and safekeeping requirements;
- possible side effects, and
- the medicine must not be stale-dated.

I hereby give permission for the Richmond Hill Country Club Day Camp to administer the above medication to my child at the time(s) specified above.

Parent/ Guardian Signature: _____ Date (dd/mm/year) _____

8905 Bathurst Street
Richmond Hill, Ontario
L4C 0H4

<https://richmondhilldaycamp.com/>

CONTACT CAMP OFFICE FOR MORE DETAILS:

Jay Wolkoff, Camp Director
905-731-2800 ext 280
j.wolkoff@richmondhillcountryclub.com

Wendy Rom, Camp Administrator
905-731-2800 ext 240
wrom@richmondhillcountryclub.com

Dante Young, Club Enrolment Director
905-731-2800 ext 248
danteyoung@richmondhillcountryclub.com

