

WWW.RICHMONDHILLDAYCAMP.COM



# PARENT HANDBOOK 2025

*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 2025 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 (Enrolment Director) at ext. 248
- For all other inquiries, contact Jay Wolkoff (Camp Director) at ext. 280

### **By email:**

Camp Director – [j.wolkoff@richmondhillcountryclub.com](mailto:j.wolkoff@richmondhillcountryclub.com) or [campdirector@richmondhillcountryclub.com](mailto:campdirector@richmondhillcountryclub.com)

Camp Office – [rhccdaycamp@gmail.com](mailto:rhccdaycamp@gmail.com)

Camp Administrator – [wendy.rom@richmondhillcountryclub.com](mailto:wendy.rom@richmondhillcountryclub.com)

Camp Registration – [danteyoung@richmondhillcountryclub.com](mailto:danteyoung@richmondhillcountryclub.com)

Health Care Team – [rhccdhealthcentre@gmail.com](mailto: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)

X- [@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 [wendy.rom@richmondhillcountryclub.com](mailto:wendy.rom@richmondhillcountryclub.com) or call 905-731-2800 x 240

## Regular Day Camper Drop Off & Kiss n Ride

Regular arrival begins at 8:45 am and ends at 9:10 am. Parents/guardians are encouraged to utilize our kiss-and-ride program which is located at the far end of the parking lot, within the barricaded section. Parents/guardians should follow signage upon arrival and remain in their vehicle until greeted by a camp staff. The staff will verify the participant(s) being dropped off and escort them to the camp program area.

The Kiss and Ride program is intended for families who wish to drop their child(ren) off. It is not intended for individuals who wish to leave their vehicle and walk their child to the entry gate. If you wish to walk your child to the arrival area, please park your vehicle and walk them to the top of the hill. Families may park in either lot.

If you require an earlier drop off, you may register for our AM Extended Hours program, which is included in your fees, by contacting the office before the start of the session.

## 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 staircase in front of courts 8&9.

Campers registered for Extended Hours programming will remain down at camp during regular dismissal, unless you notify the office by noon of that day.

In the afternoon, parents are to come to the staircase in front of courts 8 & 9 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 Camper Drop Off

Regular Camp hours are from 9am to 4pm daily. In order to help alleviate lineups and ensure the arrival process runs smoothly, we encourage you to drop your camper(s) off during the suggested 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**



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.

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 Regular Day Camper 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

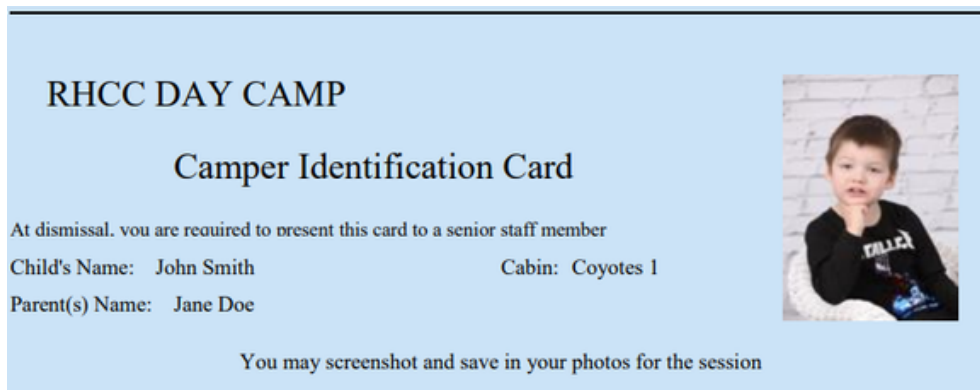
Your child will be brought into the barricaded section at the time indicated above. In order for your child to be released, you must show your camper ID card, which will be emailed to you the week prior to the start of the session.

## 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



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.

If someone else (like a grandparent or a neighbour) is picking up your child, send them a screenshot of 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- in lieu of Canada Day	June 30
Session 1	July 1 to July 11
Session 2	July 14 to July 25
Family Night- for July campers	July 16
Session 3	July 28 to August 8
Camp Closed-Civic Holiday	August 4
Session 4	August 11 to August 22
Family Night- for August campers	August 6

## 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 1-4	Sports Jersey Day
Week 2 July 7-11 - Superhero Training Academy	Superhero
Week 3 July 14-18 - Smurfs Village Adventure Camp	Smurf Dress Up
Week 4 July 21-25 - Winter Olympics	Team Colour (TBA)
Week 5 July 28- Aug 1 - Minecraft	Video Game Character
Week 6 August 5-8	Pajama Day
Week 7 August 11-15 - How to Train Your Dragon	Team Colour (TBA)
Week 8 August 18-22 - Paddington's Global Adventure	Tacky Tourist

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)

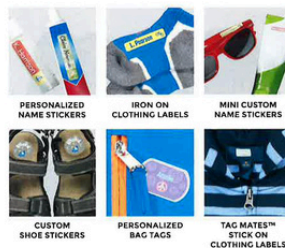
**-On Cool Days:** Please send your child with a sweatshirt and long pants, in addition to their shorts/ t-shirts so they can remove a layer as the day warms up.

**-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](http://camps.mabelslabels.com)  
or call 1-866-30-MABEL (62235)



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## 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](mailto: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 child 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.***

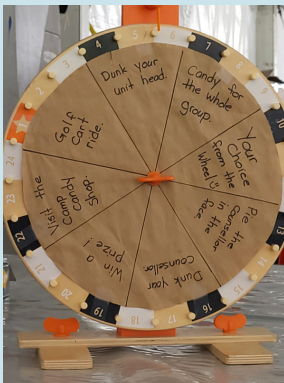
# Important INFORMATION

## 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*



# Fully Catered Lunch & Snacks

Lunch and snacks are prepared in the Richmond Hill Country Club banquet kitchen under the supervision of Executive Chef Kim Wong.

At Richmond Hill Country Club Day Camp, we provide a nut aware camp environment. This means we do not serve food with nuts or nut products.

Our meals are designed to be healthy, nutritious and kid-friendly, each meal contains a **serving of vegetables**. Vegetarian and/ or gluten-free meals can be arranged.

## Snacks

Campers will receive a pre-packaged, healthy snack daily. Snacks consist of a fruit or vegetable, a dairy and a treat. Examples of the healthy snacks we serve are:

- fruit of the day
- yogurt tube
- cheese strings
- veggies and dip
- granola bars
- goldfish crackers

Campers will also receive a popsicle at the end of each day, as well as once a week the campers will have the opportunity to enjoy a mocktail at our poolside gazebo.

## Lunch

The cost for lunch and snacks is included in the camp fees and consists of hot and cold food. We have scheduled the menu in a two week rotation so children don't get bored with the same lunches. All meals include a dessert and a serving of vegetables.

### *Sample Lunch Menu – Week 1*

#### MONDAY

Chicken on bun, Diced potatoes  
Carrots and dip

#### TUESDAY

Penne with Alfredo, Roll  
Pepper slices and dip

#### WEDNESDAY

Chicken fingers, Diced potatoes  
Celery and dip

#### THURSDAY

Cheese Tortellini or with tomato sauce,  
Roll, Cucumber and dip

#### FRIDAY

Cheese Pizza, Corn on the cob  
Caesar salad

### *Sample Lunch Menu – Week 2*

#### MONDAY

Hamburgers on a bun, Diced potatoes  
Carrots and dip

#### TUESDAY

Beef Tacos, Lettuce, Diced veggies  
Pepper and dip

#### WEDNESDAY

Breaded chicken wrap with  
Diced cucumber, Diced potatoes

#### THURSDAY

Penne Pasta with Rose Sauce and chicken,  
Roll, Caesar salad

#### FRIDAY

Fried Rice with Chicken and diced  
vegetables, Watermelon

*Menu and/or order of meals subject to change without notice*

In the event that your child does not like the lunch for the day, freshly made sandwiches are available daily (ex: cheese, jam, or turkey)

\*vegetarian/ lactose free meals can be arranged in advance through the Camp Director

\*we are able to accommodate many, but not all, dietary requirements.

If you have questions, please contact the Camp Director.

*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 Swim for Life 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.





# 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.



### 3 Electronics Policy

As parents and educators, we know that young people use and adapt to new technology at a very fast rate. Electronic devices are often a useful and necessary part of children's educational and social development during the school year. New technology develops year after year and this makes it impossible for us to keep up in today's world. But we also think that summer should stand apart from the rest of the year.

We believe camp is about unplugging from the world and teaching children the value of play and direct communication. While we understand the need and dependency for electronics throughout the year and at school, we strongly believe their presence at camp is unnecessary and in fact takes away from the basic components of our camp philosophy. We want our campers to experience camp and most importantly engage with the entire RHCC Day Camp community, their friends and nature. Camp is one of the only places left in the world for children to do this. Our "Screen-Free" policy, we know campers will be more engaged and physically active than ever before.

We hope you can support us. **We want to remind you that cell phone use of any kind is not allowed at camp under any circumstances.** If the children are on their devices, the camper will be asked to put it away or have the device taken and stored in a safe location for the duration of the day. If your child is unable to disconnect from the device after warning, we may call you to pick your child up from camp. This is how strongly we feel that devices play no role at RHCC Day Camp!

We understand that allowing these items to be at camp is a temptation and by removing their presence at camp we know this will reduce the 'urge' to use electronics at RHCC Day Camp.

(RHCC Day Camp takes no responsibility for any electronic device that is broken or lost during the camp day should your child still bring a device to camp)



# Anaphylaxis Emergency Plan: \_\_\_\_\_ (name)

This person has a potentially life-threatening allergy (anaphylaxis) to:

(Check the appropriate boxes.)

☐

Food(s):

☐

Insect stings

☐

Other:

Epinephrine Auto-Injector: Expiry Date:

/

Dosage:

☐

EpiPen Jr® 0.15 mg

☐

EpiPen® 0.3 mg

Location of Auto-Injector(s):

☐

Previous anaphylactic reaction: Person is at greater risk.

☐

Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

PHOTO

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- Skin system: hives, swelling (face, lips, tongue), itching, warmth, redness
- Respiratory system (breathing): coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal system (stomach): nausea, pain or cramps, vomiting, diarrhea
- Cardiovascular system (heart): paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock
- Other: anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste

Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. Give epinephrine auto-injector (e.g. EpiPen®) at the first sign of a known or suspected anaphylactic reaction. (See attached instructions.)
2. Call 9-1-1 or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. Give a second dose of epinephrine as early as 5 minutes after the first dose if there is no improvement in symptoms.
4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4-6 hours).
5. Call emergency contact person (e.g. parent, guardian).

## Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature

Date

Physician Signature

☐ On file

Date

# Blue to the sky. Orange to the thigh.

## How to use EpiPen® and EpiPen Jr® (epinephrine)

Remove the EpiPen® from the carrier tube and follow these 2 simple steps:

# 1

**Blue** to  
the sky



- Grasp with orange tip pointing downward
- Remove blue safety cap by pulling straight up – do not bend or twist

# 2

**Orange** to  
the thigh



- Place the orange tip against the middle of the outer thigh
- Push hard against the leg until you hear a pop, which signals that the injection has started
- Hold in place for 3 full seconds

### Built-in needle protection

After injection, the orange cover automatically extends to ensure the needle is never exposed.

After using EpiPen®, you must seek immediate medical attention or go to the emergency room. For the next 48 hours, you must stay close to a healthcare facility or be able to call 911.

### Visit **EpiPen.ca**

EpiPen® and EpiPen Jr® (epinephrine) are indicated for the emergency treatment of anaphylactic reactions in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions. Selection of the appropriate dosage strength is determined according to patient body weight.

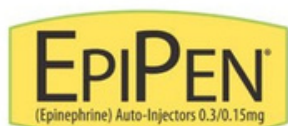
EpiPen® and EpiPen Jr® are designed as emergency supportive therapy only. They are not a replacement for subsequent medical or hospital care. After administration, patients should seek medical attention immediately or go to the emergency room. For the next 48 hours, patients must stay within close proximity to a healthcare facility or where they can call 911. To ensure this product is right for you, always read and follow the label. Please consult the Consumer Information leaflet in your product package for warnings and precautions, side effects, and complete dosing and administration instructions.

Toll free: 1-877-EPIPEN1 (1-877-374-7361)



[www.EpiPen.ca](http://www.EpiPen.ca)

Scan here to access how  
to use EpiPen® video



Trusted for over 35 years.

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CA-EPI-2024-00045E – OC2024







# 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:

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