



PARENT HANDBOOK 2026

a lifetime of skills & great memories

Dear RHCC Day Camp Families,

Welcome to **Summer 2026 at Richmond Hill Country Club Day Camp!**

Thank you for choosing RHCC Day Camp for your child this summer. We are so excited to welcome our campers back for another unforgettable season filled with energy, friendship, discovery, laughter, and camp magic.

Whether your family is brand new to RHCC Day Camp or returning for another amazing summer, we are thrilled to have you as part of our camp community. Our team is already hard at work preparing for a summer that is safe, inclusive, exciting, and full of meaningful experiences for every camper.

At RHCC Day Camp, we believe camp is so much more than a place children go during the summer. It is a place where campers build confidence, try new things, develop independence, form friendships, and create memories that stay with them long after the summer ends. From sports, swimming, arts, specialty programs, theme days, cabin spirit, and all the little magical moments in between, our goal is to make every camper feel seen, supported, included, and excited to come back each day.

Our vision is to positively impact the lives of children and youth by helping them build skills, confidence, relationships, and memories that last a lifetime.

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

Build Skills

Campers will have the opportunity to participate in a wide variety of activities, try new experiences, strengthen existing interests, and discover new passions along the way.

Provide a Safe and Supportive Environment

Campers deserve a physically and emotionally safe environment where they feel comfortable being themselves. We are committed to creating a camp culture where each camper's interests, abilities, needs, and differences are respected, supported, and celebrated.

Develop Self-Confidence and Self-Awareness

Camp provides countless opportunities for campers to grow as individuals. Through challenge, encouragement, teamwork, and success, campers build confidence in who they are and what they can do.

Build Relationships with Others

Camp is all about connection. We want campers to make friends, strengthen social skills, develop empathy, and experience the joy of being part of a caring and spirited camp community.

Plans are well underway to make **Summer 2026 our best summer yet!** We have packed our days with creative, engaging, and well-organized programs designed to keep campers safe, active, energized, and most importantly — happy. At RHCC Day Camp, we believe that camp is about connection: connection to friends, to staff, to new experiences, to the outdoors, and to the amazing feeling of being part of something special.

As you read through this handbook, you will get a glimpse into what makes RHCC Day Camp such a special place. We have done our best to anticipate the questions and information that are important to families so that you and your child feel prepared and excited for the summer ahead.

Of course, if you have any questions along the way, we are always here to help. Our camp office and senior staff team are happy to support you and ensure your family feels confident and ready for a fantastic summer.

We can't wait to see you at camp!

Warmly,

Jay Wolkoff

Camp Director

Richmond Hill Country Club Day Camp



AND THE STAFF AT THE
RICHMOND HILL COUNTRY
CLUB DAY CAMP

Parent

COMMUNICATION



Jay Wolkoff



Wendy Rom



Dante Young

Clear and timely communication between camp and home is an important part of a successful summer. We want families to feel informed, connected, and confident throughout their child's time at **RHCC Day Camp**. Throughout the summer, families will receive regular email updates and communication blasts from camp. These messages help keep families informed about upcoming theme days, special events, reminders, health care visits and other important camp news.

To make sure you do not miss any important camp information, please add our camp email addresses to your **Safe Senders List** and check your junk or spam folder regularly throughout the summer.

Who to Contact:

For general camp questions, early pick ups or late arrivals, daily communication, attendance updates, program information, or support throughout the summer, please contact:

Camp Administrator & Camp Office

Wendy Rom

Extension: **240**

wendy.rom@richmondhillcountryclub.com

Camp Director

For matters requiring the Camp Director, please contact:

Jay Wolkoff

Camp Director

Extension: **280**

j.wolkoff@richmondhillcountryclub.com

campdirector@richmondhillcountryclub.com

For program related questions, such as dress up days or theme days, please contact:

Programming Office

rhccdaycamp@gmail.com

Registration and CampBrain Support

For questions related to registration, payments, enrolment, or CampBrain, please contact:

Camp Registration

danteyoung@richmondhillcountryclub.com

Extension: **248**

Health Care Team

For health-related questions or communication with our Health Care Team, please contact:

905-731-2800 ext **246**

rhccdhealthcentre@gmail.com

Follow Us on Social Media

Stay connected and catch some of the camp excitement online!

Instagram: @rhccdaycamp

X: @rhccdaycamp

We want to hear from you anytime!

Arrival, Dismissal & Attendance

At RHCC Day Camp, safe arrival and dismissal procedures are an important part of keeping our camp community organized, calm, and secure. We appreciate your patience and cooperation, especially during the first few days of each session as campers, families, and staff settle into the routine.

Absent from Camp?

If your child will be absent from camp, please let us know as soon as possible.

Please contact:

Camp Office

Email: wendy.rom@richmondhillcountryclub.com

Phone: 905-731-2800 ext. 240

This helps us account for all campers and ensures our attendance records are accurate each day.

Regular Camp Hours

Regular camp hours are:

9:00 a.m. to 4:00 p.m.

Regular morning arrival begins at **8:45 a.m.** and ends at **9:10 a.m.**

To help reduce congestion and keep arrival running smoothly, families are encouraged to follow the suggested drop-off times listed below.

If you have more than one camper, please drop off all children at the earlier suggested time slot.

Suggested Morning Drop-Off Times

Grizzlies: 8:45 a.m. – 8:55 a.m.

Tiggers: 8:45 a.m. – 8:55 a.m.

Coyotes: 8:45 a.m. – 8:55 a.m.

Golf Academy: 8:50 a.m. – 9:00 a.m.

Tennis Academy: 8:50 a.m. – 9:00 a.m.

Jaguars: 8:55 a.m. – 9:05 a.m.

Cheetahs: 8:55 a.m. – 9:05 a.m.

Sports: 8:55 a.m. – 9:05 a.m.

CITs: 9:00 a.m.

Morning Drop-Off Location

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 a.m. to 9:10 a.m.** to check campers in and connect them with their appropriate group.

If you arrive after **9:10 a.m.**, please report directly to the **Camp Office** to check your child in. Please do not send your child down the camp hill without a staff member present. Group locations can change throughout the morning, and we need to ensure that every camper is safely signed in and brought to the correct location.

For safety reasons, RHCC Day Camp is not responsible for any camper who has not been properly checked in with a member of the Leadership Team or through the Camp Office.

We know there may be a short wait during morning drop-off, particularly at the beginning of a new session. Please allow extra time during arrival so you are not delayed for work, appointments, or other commitments. These procedures are in place to support the safety and well-being of all campers and staff.

Kiss n' Ride Drop-Off

Families are encouraged to use our **Kiss n' Ride** program for regular morning drop-off.

The Kiss n' Ride is located at the far end of the parking lot within the barricaded section. Please follow the signage when you arrive.

Parents and guardians using Kiss n' Ride should remain in their vehicle until greeted by a camp staff member. A staff member will verify the camper being dropped off and escort them safely to the camp program area.

The Kiss n' Ride program is designed for quick vehicle drop-off only. If you would like to park and walk your child to the arrival area, please park in either parking lot and walk your child to the top of the hill.

Extended Hours

Our Extended Hours program operates from:

7:45 a.m. to 5:45 p.m.

Extended Hours is available by registration only and must be arranged prior to the start of the session.

Morning Extended Hours Drop-Off

Campers registered for AM Extended Hours may be dropped off as early as **7:45 a.m.**

Parents and guardians must accompany their child to the **staircase in front of Courts 8 and 9** for morning Extended Hours drop-off.

Afternoon Extended Hours Pick-Up

Campers registered for PM Extended Hours will remain down at camp during regular dismissal unless the Camp Office is notified by **12:00 p.m.** that they will be picked up during regular dismissal instead.

Afternoon Extended Hours pick-up takes place at the **staircase in front of Courts 8 and 9.**

Campers will only be released to an authorized individual who presents the camper ID card. Camper ID cards will be emailed to families prior to the start of the session.

PM Extended Hours ends at **5:45 p.m.**

End-of-Day Dismissal

To keep dismissal safe and organized, RHCC Day Camp uses a staggered dismissal process.

The eastern section of the parking lot will be barricaded during dismissal. Please do not drive into this area during dismissal time, as campers will be brought to this location for pick-up.

Campers will be brought to the barricaded dismissal area at the times listed below

Regular Dismissal Times

Grizzlies: 3:50 p.m.

Coyotes: 3:55 p.m.

Tiggers: 4:00 p.m.

Sports Camp: 4:05 p.m.

Tennis Academy: 4:05 p.m.

Golf Academy: 4:05 p.m.

Jaguars: 4:10 p.m.

Cheetahs: 4:10 p.m.

CITs: 4:10 p.m.

In order for your child to be released, you must show your **camper ID card**, which will be emailed to families prior to the start of the session.

For the safety of all campers, staff will not release a camper without the proper camper ID card.

Early Pick-Up

If you need to pick up your child early from camp, please provide as much advance notice as possible. Please call the Camp Office on the morning of the early pick-up:

Camp Office: 905-731-2800 ext. 240

This allows us to communicate the change to your child's staff team and have your child ready at the requested time.

Early pick-up will take place at the **Camp Office**. Please meet your child there at the arranged time. Please note that we are unable to accommodate early pick-ups between **3:20 p.m. and 4:10 p.m.**, as staff are fully involved in the end-of-day dismissal process during this time.

Thank you for helping us keep arrival and dismissal safe, smooth, and full of camp-day energy from start to finish.

Pets at Pick-Up

As part of keeping our camp community safe, comfortable, and welcoming for everyone, we kindly ask families to be mindful of our guidelines regarding dogs and other pets at pick-up.

We understand that many families enjoy bringing their dogs along at the end of the camp day.

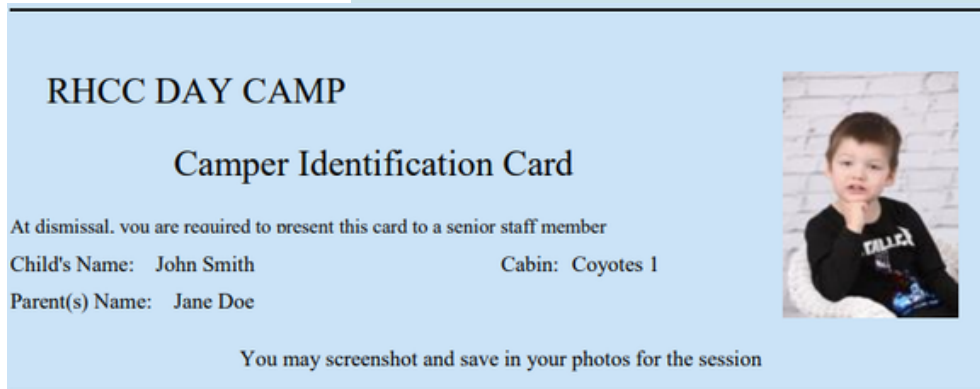
However, some campers may be fearful of dogs, have allergies, or need a clear and calm path during dismissal.

If you bring your dog or pet to pick-up, please remain **outside of the camp entrances and beyond the barricaded dismissal areas**. Pets should not enter the camp arrival or dismissal zones.

This helps us ensure that every camper can safely and comfortably exit camp at the end of the day.

Thank you for your cooperation and for helping us create a safe, inclusive, and welcoming environment for all RHCC Day Camp families.

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.

Camp Open House

We are excited to welcome families to our **RHCC Day Camp Open House on Thursday, June 25 from 5:00 p.m. to 6:15 p.m.**

This is a wonderful opportunity for campers and families to visit the campgrounds, see some of our camp spaces, and meet members of our RHCC Day Camp staff team before the summer begins. Campers attending later sessions may also have the chance to meet some of their counsellors; however, please note that staffing assignments may change prior to your child's session.

The Open House is **weather permitting**. If it is raining, the event will be cancelled. Unfortunately, due to time constraints and our camp preparation schedule, the Open House will not be rescheduled for a later date.

We can't wait to welcome you to camp and give you a little sneak peek of the RHCC Day Camp magic before summer officially begins!

IMPORTANT DATES

Open House	June 25 5:00pm-6:00pm
Camp Closed- in lieu of Canada Day	June 29
Session 1	June 30 to July 10
Session 2	July 13 to July 24
Family Night- for session 1 and 2 campers	July 15 5:15 pm - 6:30 pm
Session 3	July 27 to August 7
Camp Closed-Civic Holiday	August 3
Session 4	August 10 to August 21
Family Night- for August campers	August 5 5:15 pm - 6:30 pm

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	Canada Proud (Red & White)
Week 2 - Minion Mischief Madness	Minions
Week 3 - RHCC Summer Games	Team Colour
Week 4 - Once Upon A Camp Day	Your Favourite Storybook Character
Week 5 - Big Top Bonanza	Tye Dye
Week 6	Pajama Day
Week 7 - Infinity and Beyond Colour Wars	Team Colour (TBA)
Week 8 - Galactic Adventure Day	Space Explorer

Lunch and 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 and 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.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Week 1</u>	Camp Closed	Penne with alfredo sauce	Chicken Fingers & diced potatoes	Cheese Tortellini with Rose Sauce	Chicken on a bun w diced potatoes
<u>Week 2</u>	Hamburger & diced potatoes	Beef taco Tuesday	Chicken Wrap	Penne Pollo with Tomato Sauce	Cheese Pizza & Caesar salad
<u>Week 3</u>	Chicken on a bun w diced potatoes	Penne with meat sauce	Chicken Fingers & diced potatoes	Cheese Tortellini with Rose Sauce	Hot Dogs & diced potatoes
<u>Week 4</u>	Hamburger & diced potatoes	Beef taco Tuesday	Chicken Wrap	Penne Pollo with Tomato Sauce	Cheese Pizza & Caesar salad
<u>Week 5</u>	Chicken on a bun w diced potatoes	Penne with alfredo sauce	Chicken Fingers & diced potatoes	Cheese Tortellini with Rose Sauce	Cheese Pizza & Caesar salad
<u>Week 6</u>	Camp Closed	Beef taco Tuesday	Chicken Wrap	Penne Pollo with Tomato Sauce	Hamburger & diced potatoes
<u>Week 7</u>	Chicken on a bun w diced potatoes	Penne with alfredo sauce	Chicken Fingers & diced potatoes	Penne with Meat Sauce	Hot Dogs & diced potatoes
<u>Week 8</u>	Hamburger & diced potatoes	Beef taco Tuesday	Chicken Wrap	Penne Pollo with Tomato Sauce	Cheese Pizza & Caesar salad

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, wow butter 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



Photo, Video and Social Media Reminder

RHCC Day Camp may take photos and videos throughout the camp day to capture camp activities, special events, theme days, cabin spirit, and all the everyday fun that makes summer at RHCC so memorable.

Photos and videos may be used for internal camp purposes, newsletters, promotional materials, the camp website, RHCC Day Camp social media, and our private camp photo-sharing page, in accordance with the permissions provided by families during registration.

Camp Photos on SmugMug

If you have questions about your child's photo permissions, or if you would like to review or update your preferences, please contact the Camp Office before your child's session begins.

We love sharing glimpses of the camp magic with our families! Throughout the summer, RHCC Day Camp will post camp photos on our SmugMug page so families can see some of the fun, friendship, spirit, and excitement happening at camp.

Families can view photos at:

SmugMug: <https://rhccdaycamp.smugmug.com/>

Password: SummerFun2026!

Important

INFORMATION

Session Transitions

At the end of each two-week session, we say goodbye to some of our campers and get ready to welcome new campers into the RHCC Day Camp community.

During these transition periods, our goal is to keep camp as consistent, organized, and welcoming as possible. While some groupings, counsellors, or routines may shift slightly from session to session, our focus remains the same: helping every camper feel safe, included, connected, and excited to be part of camp.

Our staff work carefully behind the scenes to support smooth transitions so that returning campers can continue enjoying their summer, and new campers can quickly feel at home.

Swimming at Camp

Swimming is an important and exciting part of the RHCC Day Camp experience. Our goal is to help campers build confidence in the water, develop swimming skills, understand water safety, and most importantly, enjoy their time in the pool.

All campers, with the exception of Academy campers and CITs, participate in both an instructional swim and a recreational swim each day.

Instructional Swim takes place in the morning in the outdoor pool, weather permitting.

Recreational Swim takes place in the afternoon in the indoor pool. Each swim period is approximately 35 minutes in length.

Our instructional swim program follows the Lifesaving Society Swim for Life Program, which supports swimmers at a variety of levels through skill development, water safety education, and confidence-building. Our swim staff use flotation devices, creative teaching strategies, encouragement, and developmentally appropriate instruction to help campers grow at their own pace.

During swim periods, swim staff are on deck instructing, lifeguarding, and supervising the pool. Camp counsellors are also in the water with their campers to provide additional support, comfort, and supervision. At the end of each session, families will receive a Swim Report Card by email outlining their child's progress. If your child successfully completes a swim level, a badge will be sent home.

If your child has passed a swim level after registration but before the start of camp, please contact the Camp Office so we can update their swim information.

If you have questions about the swim program or your child's progress, please contact the Camp Office. Your message will be shared with the Head of Swim. Please note that swim staff are not available to speak with families during the camp day, as they are actively supervising and instructing campers.



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)
- Towels will be provided

-**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)

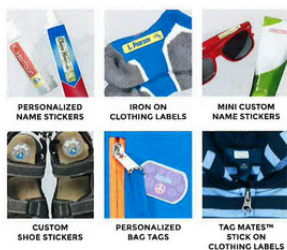
-**On Cool Days:** Please send your child with a sweatshirt and long pants, in addition to their shorts/ t-shirts so they can remove a layer as the day warms up.

-**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.

Before Camp Starts

PARENT CHECKLIST

To help your child have a smooth and successful start to camp, please review the following checklist before your child's first day:

- Review drop-off and pick-up procedures carefully.
- Save your Camper ID Card on your phone or print a copy.
- Share the Camper ID Card with anyone who may be picking up your child.
- Label all clothing, hats, sunscreen, water bottles, shoes, swim items, and personal belongings.
- Send your child with two bathing suits, sunscreen, a hat, running shoes, and a refillable water bottle.
- Apply sunscreen daily before your child arrives at camp.
- Review our screen-free policy with your child.
- Review our no-outside-food policy with your child.
- Notify the camp office of any allergies, medication needs, medical updates, or changes to your child's health information.
- Let us know in advance if your child may require additional support to be successful at camp.
- Ensure all authorized pick-up information is accurate and up to date.



We know mornings can be busy, but a little preparation makes a big difference in helping campers feel confident, organized, and ready for a great day at camp.

Supporting Camper Success

At RHCC Day Camp, we want every camper to feel safe, included, supported, and successful. Every child arrives at camp with different strengths, needs, personalities, experiences, and comfort levels. The more we know in advance, the better we can prepare for your child's success.

If your child has social, emotional, behavioural, medical, developmental, learning, sensory, or communication needs that may affect their camp experience, please contact the Camp Director before your child's session begins.

This may include, but is not limited to:

- Difficulty with transitions.
- Anxiety or separation concerns.
- Challenges with peer relationships.
- Difficulty following group routines.
- Sensory sensitivities.
- Behavioural concerns.
- Medical needs.
- Previous school or camp support plans.
- A need for extra supervision or individualized strategies.

Our goal is always to work in partnership with families. When we have information early, we can better support campers, prepare staff, plan proactive strategies, and help children feel comfortable and successful in the camp environment.

Please note that while RHCC Day Camp strives to support all campers, camp is a busy group setting. There may be situations where a camper requires additional support in order to participate safely and successfully.

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.



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.



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.

Important

INFORMATION

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.

Please do not send your child to camp if they are not feeling well or if they are unable to participate comfortably in the camp day. To help protect the health of our camp community, campers should stay home if they have:

- A fever.
- Vomiting.
- Diarrhea.
- A persistent cough or difficulty breathing.
- A contagious illness.
- Any illness or symptoms that prevent them from fully participating in camp activities.
- An undiagnosed rash.
- Symptoms of pink eye.
- Hand, foot and mouth disease.
- Chicken pox.
- Lice that has not yet been treated.

If your camper has had a fever, they must be fever-free for at least 24 hours without the use of fever-reducing medication before returning to camp.

If your camper has been vomiting or experiencing diarrhea, they should remain home until symptoms have resolved and they are well enough to participate fully in camp.

If your child becomes ill during the camp day, our Health Centre will contact you. If your child needs to be picked up, parents/guardians are expected to make arrangements as quickly as possible.

In the case of communicable illnesses, including but not limited to COVID-19, chicken pox, German measles, pink eye, lice, hand, foot and mouth disease, contagious illnesses, or serious flu-like symptoms, please notify the camp office immediately.

Important

INFORMATION

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.

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 communicable 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!**

Important INFORMATION



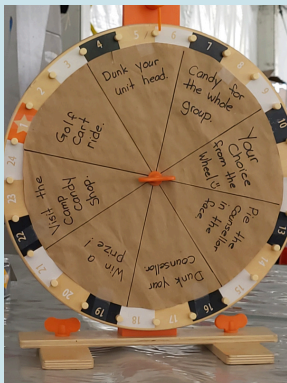
Birthdays at Camp

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 toy weapons.
- 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

1 Camper Code of Conduct

At RHCC Day Camp, we believe camp should be a place where every camper feels safe, included, and excited to participate. To help make this possible, campers are expected to follow our Camper Code of Conduct.

Campers are expected to:

- Be kind and respectful to other campers and staff.
- Keep hands, feet, and objects to themselves.
- Use respectful words.
- Include others.
- Follow staff directions.
- Stay with their group.
- Participate safely in activities.
- Respect camp property and the belongings of others.
- Ask for help when they need it.
- Try their best and bring a positive attitude to camp.

We understand that children are still learning and growing. Staff will support campers through reminders, redirection, encouragement, problem-solving conversations, and clear expectations. However, campers must be able to participate in a way that keeps themselves, other campers, and staff safe.

2 Camper Behaviour, Safety & Community Expectations Policy

At RHCC Day Camp, the safety, well-being, dignity, and enjoyment of every camper and staff member is our highest priority. Camp is a place where children are encouraged to try new things, build friendships, develop independence, and grow in a safe, caring, inclusive, and respectful environment.

We recognize that children are still learning how to manage emotions, solve problems, communicate with others, and participate successfully in a group setting. Our staff use positive reinforcement, redirection, problem-solving conversations, restorative approaches where appropriate, and clear expectations to support camper success.

We value our partnership with families and will communicate with parents/guardians when concerns arise.

At the same time, RHCC Day Camp must maintain a safe environment for all campers and staff. Behaviour that compromises the physical or emotional safety of others may result in immediate intervention and, depending on the situation, removal from programming, suspension, or dismissal from camp.

3 Aggressive, Unsafe or Harmful Behaviour

RHCC Day Camp does not tolerate aggressive, unsafe, threatening, or harmful behaviour of any kind, whether provoked or unprovoked.

This includes physical actions, verbal comments, gestures, threats, intimidation, or any behaviour that is intended to harm, may cause harm, or does cause harm to another camper, staff member, or member of the camp community.

Examples may include, but are not limited to:

- Hitting, kicking, biting, pushing, grabbing, tripping, or physical aggression.
- Throwing objects or using materials in an unsafe way.
- Threatening language or intimidation.
- Bullying, teasing, name-calling, or repeated unkind behaviour.
- Unsafe behaviour that puts the camper or others at risk.
- Leaving a group or activity without permission.
- Refusing to follow safety instructions from staff.
- Behaviour that significantly disrupts the group or prevents staff from safely supervising campers.

RHCC Day Camp will respond to these situations based on the nature, frequency, and severity of the behaviour.

4 Harassment, Discrimination and Respect for Others

RHCC Day Camp is committed to providing an inclusive and respectful environment for all campers, families, and staff.

We do not tolerate comments, jokes, actions, gestures, exclusion, innuendo, or behaviour that is intended to harass, insult, demean, embarrass, target, or treat another person unfairly.

This includes, but is not limited to, comments or actions related to race, religion or creed, gender identity, ability, body type and any other personal characteristic.

Racial slurs, discriminatory jokes, hate-based comments, repeated name-calling, or exclusionary behaviour are not acceptable at RHCC Day Camp.

Campers are expected to treat others with dignity and respect. Families are asked to reinforce these expectations at home before and during the camp season.

5

Parent/Guardian Conduct

RHCC Day Camp expects all members of our camp community, including parents and guardians, to communicate respectfully with camp staff.

Aggressive, threatening, harassing, discriminatory, abusive, or inappropriate communication or behaviour directed toward any RHCC Day Camp staff member will not be tolerated.

This applies to all forms of communication and interaction, including:

- In-person conversations.
- Phone calls.
- Emails.
- Written communication.
- Drop-off and pick-up interactions.
- Camp events.
- Communication with counsellors, office staff, health centre staff, leadership staff, and Director.

If a parent/guardian's behaviour compromises the well-being, dignity, health, or safety of campers or staff, RHCC Day Camp may take immediate action. This may include limiting communication to specific members of the Director, requiring alternate pick-up arrangements, or dismissing the family from camp.

We are committed to working respectfully and collaboratively with families. We ask that all concerns be brought forward in a calm, constructive, and respectful manner so that we can work together in the best interests of the camper and the camp community.

6

Behaviour Support and Progressive Response

When a behaviour concern arises, RHCC Day Camp will respond based on the nature, frequency, and severity of the behaviour. Depending on the situation, one or more of the following steps may occur.

1. Staff Support and Redirection

A counsellor, Unit Head, Leadership Team member, or Director may speak with the camper, review expectations, redirect the camper, provide a break from the activity, or support the camper in rejoining the group safely. The goal is to help the camper understand expectations, repair harm where appropriate, and return to camp programming successfully.

2. Parent/Guardian Communication

The family may be contacted to discuss the incident, review expectations, and identify strategies to support the camper moving forward. This communication may happen by phone, email, or in person, depending on the situation. Our goal is to work together so that the camper can be successful while also maintaining the safety and well-being of the group.

3. Behaviour Support Plan

When appropriate, RHCC Day Camp may work with the family to develop a plan with recommended strategies and supports. This may include specific behaviour goals, transition strategies, break plans, check-ins with a Unit Head or Director, parent communication plans, strategies for peer conflict, safety reminders, and expectations for continued participation at camp.

Families are encouraged to share any relevant information before the summer begins so that we can better understand and support their child's needs.

4. Additional Support

In some cases, a camper who is struggling in a group environment may benefit from additional one-to-one support, where available and appropriate. This support may involve an additional cost to the family. Please note that additional support staff are hired based on availability and need, and RHCC Day Camp cannot guarantee that one-to-one support will be available mid-session.

If you have concerns about your child's ability to participate safely and successfully in a group camp environment, we strongly encourage you to speak with the Camp Director before the summer begins.

5. Immediate Pick-Up

If a camper's behaviour is unsafe, aggressive, significantly disruptive, or harmful to themselves or others, the parent/guardian may be contacted to pick up the camper immediately. Parents/guardians are expected to pick up their child within 90 minutes of being contacted. This may occur when a camper's behaviour requires removal from the camp environment for the safety, dignity, or well-being of the camper, other campers, or staff.

6. Temporary Removal from Camp

Depending on the severity or frequency of the behaviour, a camper may be asked to remain home from camp for one or more days. This time away from camp may be used as an opportunity for the camper to reset, reflect, and prepare to return safely and successfully. Days missed due to **behaviour-related removal or suspension are not eligible for refund.**

7. Dismissal from Camp

Repeated incidents, serious unsafe behaviour, aggression, harassment, discriminatory conduct, or behaviour that RHCC Day Camp determines cannot be safely supported may result in dismissal from camp at the sole discretion of the Director. No refund will be provided for days missed due to dismissal related to camper behaviour.

7

Serious Incidents

While RHCC Day Camp strives to use supportive and progressive steps whenever possible, the Director may skip any or all of the steps above if the behaviour or communication of a camper, parent/guardian, or other member of the camp community compromises the health, safety, dignity, or well-being of campers or staff.

In serious situations, consequences may include:

- Immediate removal from an activity.
- Immediate parent/guardian contact.
- Immediate pick-up from camp.
- Temporary removal from camp.
- A required meeting before the camper returns.
- Immediate dismissal from camp.

These decisions are made at the sole discretion of the Director.

RHCC Day Camp is committed to providing every child with a fun, positive, and meaningful camp experience. However, the safety and well-being of all campers and staff must always remain our top priority.

8

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 a 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)





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
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<https://richmondhilldaycamp.com/>

CONTACT CAMP OFFICE FOR MORE DETAILS:

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