



PARENT HANDBOOK 2020

FOR A HEALTHY AND SAFE SUMMER





Dear RHCC Day Camp Families,

Thank you for choosing Richmond Hill Country Club Day Camp this summer and we look forward to welcoming you and your camper 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 camper 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 philosophy at RHCCDC is

At the Richmond Hill Country Club Day Camp, we believe:

- Campers should have a physically and emotionally safe and fun environment where they can experience a wide variety of activities.
- Each camper has unique interests and abilities, and these differences should be respected and nurtured
- Campers should be given the opportunity to grow as individuals and develop confidence in their abilities
- In nurturing creative spirit, develop a sense of self-understanding, foster lifelong friendships, try new things and cultivate skills.

Work to prepare for Summer 2020 began in the fall of last year and has been evolving to meet the current realities. 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. We strongly believe that children need camp more than ever after weeks of isolation and indoor screen time.

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!

Jay, Michael and the Staff at the Richmond Hill Country Club Day Camp

Communicating with Parents

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 were always welcome to come and visit us in the office.

However, in order to keep everyone safe and healthy this year, we ask that all communication be done through email or phone. Emails can be sent to **rhccdaycamp@gmail.com** or you can call the camp office at 905-731-2800 ext. 258 or 240.

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

Camp Office – ext. 258 (late arrivals, early pick-ups questions)

Wendy, Camp Administrator – ext. 240 (late arrivals, early pick-ups, questions)

Jay, Camp Director – ext. 280

Michael, Camper Relations Director – ext. 242

Dante, Registration Director – ext. 248

By email:

Camp Office – rhccdaycamp@gmail.com

Camp Director – j.wolkoff@richmondhillcountryclub.com

Camp Registration – danteyoung@richmondhillcountryclub.com

Camp Administrator – wrom@richmondhillcountryclub.com

Camper Relations – msilverman@richmondhillcountryclub.com

Email Blasts:

We will send communication through email blast.

Newsletters, announcements and health care visits will come via email.

Follow us on Social Media:

Instagram - @rhccdaycamp

Attendance

If your child is absent from camp, it is important that you contact the camp to let us know why your child is away. You may also email the camp to notify us.

Daily Pre-Screening Form

Each day you will be asked to complete the screening survey through Google Forms by 8 am each day.

Morning Parent Drop Off:

Camp hours are 9 am to 4 pm daily. Our extended hours program begins at 8:30 am and ends at 5 pm. In order to allow for everyone to enter our facility in a safe and orderly manner, we will be staggering the arrival time of our campers. This is a suggested time, but should you have multiple children, in various arrival times, our staff are here to welcome your child.

Golf Camp – 8:30 am (please arrive at the Country Club by 8:30 am)

AM Extended Hours – 8:30 am

Tiggers –8:45 am

Coyotes –8:45 am

CITs –8:45 am

Jaguars –8:55 am

Cheetahs - 8:55 am

Sports –9:05 am

Tennis –9:05 am

Each morning, drop off will take place at the banquet entrance to the Club. In order to keep all of our campers and staff safe, we ask that parents stay in their vehicle during the drop off process.

1. Proceed to the overhang and drive to the furthest check in station where a member of our Health Care Team will prepare to check your child in. Please be patient as this process will take approximately 30 seconds per vehicle.
2. Complete your Pre-Screening Survey daily before 8:00 am daily. This will help with the check in process.
3. Campers should exit the vehicle on the passenger side, preferably on their own. If your child needs assistance, you are able to exit the vehicle to assist and then we kindly ask that you return to your vehicle.
4. A member of our Health Care Team will verify that they have completed the pre-screening survey and take your child's temperature via a thermal scanner.

Once completed, your child will have their hands sanitized and then will proceed into the Club to meet their counsellors and group.

If you are arriving after our arrival time has ended, please call the camp office and a member of our Health Care Team will meet you outside. We kindly ask that you stay in your vehicle.

We know there may be delays in checking in your child in the morning. 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 healthy camp community.

Parent Pick Up & Early Pick Ups

We will be staggering the dismissal of our program to ensure physical distancing. We ask that you remain in your car until you see your child.

The most eastern part of our parking lot will be barricaded. Please do not drive your vehicle into this area. The campers will be dismissed from this area.

Golf Camp – 3:30 pm (campers will be dismissed from the Country Club)

Tiggers –3:45 pm

Coyotes –3:45 pm

CITs –3:45 pm

Jaguars –3:55 pm

Cheetahs - 3:55 pm

Sports –4:05 pm

Tennis –4:05 pm

PM Extended Hours – ends at 5pm

Your child will be brought into the barricaded section at the time indicated above. We ask that parents park as close to the zones listed below so you can see when your child's group arrives. Please do not exit your vehicle before the group arrives. When your child's counsellor arrives, show your camper ID card (emailed to you before the start of your session). This card can be saved on your phone for ease of access.

In order to ensure the safety of our camp community, we ask that parents wear a face mask when picking up their child and to respect the 2 meter distancing rule at all times.

If you are picking up your child early from camp, please be sure to provide us with as much advanced notice as possible. When you arrive at the camp, park in a spot in the east lot and remain in your vehicle.

Please call the camp office when you arrive. A member of our team will bring your child to your vehicle for safe dismissal.

Important Dates

Virtual Town Hall	Thursday, July 2, 2020
Session 1	July 6 to July 17, 2020
Session 2	July 20 to July 31, 2020
Camp Closed – Civic Holiday	August 3, 2020
Session 3	August 4 to August 14, 2020
Session 4	August 17 to August 28, 2020

Wednesday Theme Day

July 8 – Into The Movies

July 15 – Video Games & Apps Day

July 22 – Superhero Day

July 29 & 30 - Olympics

August 5 – Trip Around the World

August 12 – No Special Theme Day

August 19 – Cartoon World

August 26 – Fairytale & Myths

Friday Dress Up Day

July 10 – Cabin Look Alike Day

July 17 – Pajama Day

July 24 – Superhero Dress Up

July 31 – Sports Jersey Dress Up

August 7 - Tacky Tourist Day

August 14 – Wacky Hat Day

August 21 – Crazy Hair Day

August 28 – Princess & Mythical Creatures



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What to Bring to Camp:

Day Camp, Sports Camp, Tennis Camp:

Two Towels (well labelled)

Extra bathing suit (well labelled)

Wide mouth water bottle (well labelled)

Hat (well-labelled)

Sunscreen (well-labelled)

Running shoes

Tennis racquet (well labelled) – if your child has one;
otherwise we do have loaner equipment

Baseball glove (well-labelled) – if your child has one;
otherwise we do have loaner equipment

Golf Camp:

Hat (well-labelled)

Sunscreen (well-labelled)

Golf Clubs (well-labelled)

(we will provide each camper with a glove, hat, and
rule book on the first day)



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

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.

Please send your child wearing his/ her bathing suit to camp in the morning.

Should it be calling for rain during the day, your child can bring rain boots and a rain coat

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.

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 (at the time of registration) so that we have the most recent medical information for all campers.

In the case your camper visits the health centre you will receive a note home that evening 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 camper to camp if it is suspected that he/she is not feeling well.

If your camper has been home ill, they must be symptom free for 24 hours upon 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.

Please note: It is the responsibility of parents/legal guardians to notify the Camp Office, in writing, if there is any change in the health of your child between the time of completion of the Camp Health Information form and their arrival at camp or throughout their summer session.

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. To protect these campers, we must insist that **NO FOOD OR JUICE OF ANY KIND BE SENT TO CAMP WITH YOUR CAMPERS.**

It is very important that you inform your caregiver **NOT** to pack any food or juice. Please support us in our continuing efforts to provide the safest measures for all of our campers!

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!** There are children at our camp that could suffer a fatal reaction to communicative diseases. You **MUST** notify the camp if your camper is a carrier!

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.

Week 1

LUNCH

Day of the Week	Main	Side	Dessert
Monday	Chicken on bun	Hash brown patty	Chocolate chip cookie
Tuesday	Penne with white cheese	Roll	Brownie
Wednesday	Chicken fingers	Hash brown patty	Chocolate chip cookie
Thursday	Hamburgers on a bun	Smiley potatoes	Rice crispy square
Friday	All beef hot dogs on a bun	Half corn on the cob	Bag of chips

Week 2

LUNCH

Day of the Week	Main	Side	Dessert
Monday	Chicken souvlaki (white)on pita	Diced tomato & cucumber	Rice crispy square
Tuesday	Spaghetti &meat sauce or butter	Roll	Brownie
Wednesday	Chicken fingers	Hash brown patty	Chocolate chip cookie
Thursday	Individual cheese pizza	Caesar salad (no bacon)	Chocolate pudding
Friday	All beef hot dogs on a bun	Half corn on the cob	Bag of chips

Snack

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

Rainy Days & Extreme heat days

We practice 'Sun Smart' at RHCC Day Camp. Whether re-applying sunscreen, keeping hats on heads, drinking water, refilling water bottles, keeping cool in our air conditioned spaces, all help beat the heat at camp. Staff are well trained to ensure campers' safety at all times.

In heavy rain or extreme conditions, programming continues like usual in indoor, air conditioned locations. Please monitor the early morning weather reports and send the appropriate clothing and shoes for the weather.

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 practises are used. These practises include a wide range of positive practises to teach, reinforce and address behaviour. Parents are always informed if a situation arises.

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 a 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 COVID-19 protocols, Epi-pen and Emergency Procedures.

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.

At lunch, your child's cabin will get to celebrate with cupcakes!

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!

Sunflower seeds and gum are not permitted this year at camp.

COVID Protocols

We have been in continuous communication with York Region Public Health to develop our protocols for the summer.

CAMP PROTOCOLS ARE BASED ON THE FOLLOWING:

Size of Camp:

- We have greatly reduced the capacity of our camp this summer to approximately one-third its normal levels. We have increased staffing as required to enable the camp to operate safely and to offer more activities for the campers to enjoy.

Smaller Group Sizes:

- Each group will consist of a maximum of 8 campers and two staff.

Health Care Team:

- We have hired a comprehensive health care team, consisting of an RN, an RPN and Health care assistants, to ensure we maintain all COVID-19 PROTOCOLS and integrate them with the daily activities of the camp.

Session Lengths:

- Each session is two weeks in length. Campers will participate in all camp activities with their assigned "COHORT" group for each two-week session. Our camp season is scheduled to begin on July 6th and will run in two week sessions, until August 28.

Groups as individual cohorts:

- Each group will be assigned a home base, where they will be able to leave their belongings.
- Each home base will also contain its own picnic tables, sports equipment, and cleaning supplies.
- **COUNSELLORS WILL WEAR FACE MASKS WHEREVER PHYSICAL DISTANCING IS NOT POSSIBLE**
- Groups will still move to various areas around the camp and be socially distanced from other groups when they interact with any other group.
- Our activity specialists will lead fantastic programs for our campers. Our specialists will ensure whenever possible to maintain appropriate physical distancing from campers and will wear Face Masks when physical distancing is not possible.

Swim:

- Campers will be appropriately spaced out and limited in the pool or on deck at one time.
- Our swim staff will subdivide each group into two and will provide Red Cross instruction to the four campers in the smaller subgroup, across a range of levels. Instructional swim will occur daily for our regular camp and sports camp.
- Campers will have recreational swim at least three times per week.
- More details to follow shortly.

Busing:

- **DUE TO HEALTH CONCERNS** we are unable to provide busing for campers this year.

Extended Hours:

- Since group separation is paramount in everything we do, we unfortunately are not able to provide busing, we have rescheduled our hours to be able to offer extended hours beginning at 8:30 am and ending at 5pm.
- Our regular camp day is from 9-4 pm.
- **EARLY ARRIVAL/LATE ARRIVAL/ OR LATE PICK UP. PARENTS MUST ADVISE CAMP IF THEY WILL BE ARRIVING OUTSIDE OF THE REGULAR ARRIVAL AND PICK UP TIMES..... THE PROTOCOL FOR DROP OFF AND PICK UP OUTSIDE OF REGULAR TIMES WILL BE ESTABLISHED AND PROVIDED BEFORE CAMP BEGINS.**

Daily Screening:

- **HEALTH GUIDELINES** require that each camper will need to be screened daily before entering the camp.
- **IT IS IMPERATIVE FOR EVERY PARENT TO PARTICIPATE IN THIS PROCESS BY TRACKING YOUR CHILD'S HEALTH WHILE AT HOME.** This will include your vigilance to email or hand in upon arrival each day the requisite **HEALTH** survey we will provide for you to fill out.

REGULAR HOURS Arrival:

- Each group will be given an approximate arrival window. We do however encourage families to arrive as close to your arrival window IF possible.

ON ARRIVAL:

- Parents will be directed to drive their vehicle under the circular overhang **MAIN CLUB ENTRANCE** where a member of our Health Care Team will greet each camper to ensure they arrive safely and are handed over to their groups after having their temperature taken. Parents are asked to remain in the vehicle (unless your child cannot unbuckle their own seatbelt).
- **WE ACKNOWLEDGE THAT PARENTS MAY WISH TO ARRIVE EARLY BETWEEN 8:30 AND 9AM.**
- Based on limited spacing under the canopy we will have three stations for Camper check in.
- **WE ANTICIPATE THIS WILL CREATE A SLOWER PROCESS** and we trust you will be patient and understand that this is for the safety of all Campers and Staff.

REGULAR HOURS Dismissal:

- Each group will be given an approximate pickup window. We do, however, encourage families to arrive as close to your pickup window IF possible.

ON DISMISSAL:

- We will stagger dismissal by group by 5 minutes each.
- **WE ACKNOWLEDGE THAT PARENTS MAY WISH TO ARRIVE BETWEEN 4 AND 5PM.**
- Parents **WHO ARRIVE AT CAMP DURING REGULAR PICK UP TIMES** will be provided with an illustrated map of parking areas close to where their child's group will dismiss from.
- Parents are asked to remain in their vehicle until their child's group is brought up to the parking lot. Our staff will bring them to **YOUR ASSIGNED AREA LOCATED WHERE YOU ARE PARKED.**

Behaviour Code:

- Due to restrictions of intermingling of groups, campers must be able to stay with their cabin and not wander off. If your child cannot follow the proper procedures and therefore is compromising the safety of all of our campers and staff, they will be unable to participate in camp. There is a strict zero tolerance policy and no exceptions will be made.

Groupings:

- Requests for siblings close in age to be placed in the same cabin will be honoured (to minimize exposure per family). Please contact the director at j.wolkoff@richmondhillcountryclub.com well in advance of the start of camp.

Food:

- All food will be prepared fresh daily from the Club Catering Department and will be delivered to the campers prepackaged to ensure food safety. Campers will not be permitted to share any snacks or drinks.

Enhanced Cleaning:

- There will be enhanced cleaning of our washrooms and high touch surface areas. Specialty areas will be cleaned before the next group arrives.

Hand washing/sanitizing

- Campers and staff will have scheduled hand washing/sanitizing times built into their schedule.

Parent Communication:

- The staff will be able to be reached by calling the camp office at extension 258 AT ANY TIME DURING CAMP HOURS

Programming:

- We are committed to providing a high quality of programming for our campers. We have had to replace programs in order to comply with provincial guidelines (sorry, no cooking activities this year). Unfortunately, we are also unable to offer our Mix & Match programs this year as a result of cohorts.





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) _____

Richmond Hill Country Club Day Camp

8905 Bathurst Street
Richmond Hill, ON
L4C 0H4

<http://www.richmondhillcountryclub.com>

CONTACT CAMP OFFICE FOR MORE DETAILS:

Michael Silverman, Camper Relations Director
(905) 731-2800 X 242
msilverman@richmondhillcountryclub.com

Jay Wolkoff, Camp Administrator & Director
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