

PARENT HANDBOOK

2010



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The information in this Parent Handbook is accurate as at April 30, 2010. Riverwood Country Day Camp may make program and/or policy changes at any time.

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Welcome to Camp Riverwood

Challenge, pride, success and fun are our goals for every child who joins the Riverwood camp family. We are thrilled with the dynamic programs we offer and the quality of our leadership. It continues to be a privilege and joy to create summer camp programs which sow the seeds of a lifetime of skills, rewards and friendships

The Riverwood parent handbook communicates our commitment to great leadership, dynamic staff and outstanding programs. Riverwood is a “kids’ community” where the focus is on old-fashioned spirited camp fun. It is also a place where children can enhance social skills and build character traits – self-esteem, courage, respect for others and cooperation – as they move from childhood to their teenage years. We help build stronger, more caring, more competent and more self-assured children together with all the fun and laughter everyone expects from summer camp.

Welcome to Riverwood. We wish your child a memorable summer!

Camp Office and Contact Information

From September until June, the camp office, located in Markham, Ontario (see mailing address below) is open Monday through Friday from 9:00 a.m. until 5:00 p.m. The first day of camp will be on Monday July 5th. The office will be closed on Monday, August 2nd for the Civic Holiday. During the camp season in July and August, the camp office is located at Petticoat Creek Conservation Area.

Hours: Monday through Friday from 8:00 a.m. until 5:30 p.m.
Phone: (905) 428-0042
Fax: (905) 887-1887
E-mail: info@campriverwood.com

July and August Location:

Petticoat Creek Conservation Area
Located at the South End of Whites Rd. in Pickering, Ontario
Location Map: www.campriverwood.com/files/2010/01/PCCA.pdf

For directions to the conservation park please visit:
www.campriverwood.com/files/2010/01/map.pdf

All correspondence should be sent to our Mailing Address:
Camp Riverwood
11123 Kennedy Rd.
Markham, Ontario
L6C 1P2

Program Orientation

Our campers can't wait to step off the bus every day to the "kids' community" that we create for their exhilarating summer of discovery. Activities and facilities are age appropriate – all scaled to the size and capabilities of the campers who use them. Our counsellors and activity specialists are experts in their fields and know how to help campers have the most fun while realizing their highest individual potential. We help them set goals, accomplish, affirm, contribute and most importantly make friends. Whether its holding a camp wide theme program, or holding a little hand, we know what our campers need to feel worthwhile.

We have all the traditional camp activities like swimming, basketball, soccer, cooperative games, and arts & crafts. In addition, we offer popular and unique optional half-day activities such as horseback riding, golf, tennis, art explorers, multimedia and computers and more. These activities and others keep everyone on the move! What is amazing about Riverwood, however, is that we also coach friendship skills right along with all the fun programs at camp.

From our list of great camp activities, an exciting and different camp program is organized for children in each of our unit age groups. the Camp Riverwood program is a balance of organized structure and personal choice with the accent on personal development.

While we promote spirited participation, we carefully avoid excessive competition, and we emphasize personal pride and accomplishment. The goal of our summer adventure is for each camper to grow in knowledge, self-respect, self-esteem, skill development, leadership and co-operation.

Riverwood offers an enriched camp program under the direction and supervision of mature, well qualified staff (many of which return year after year). It's a fun and exciting environment where the emphasis is on friendships and good times.



What's New at Riverwood in 2010

Guitar: Guitar enthusiasts learn about chords, picking, strumming and scales with the Whitby School of Music. Guitars are provided by the camp.

Magic: Campers will learn tricks that will “WOW” their friends and family.

Musical Theatre: Campers learn to sing Broadway hits, as well as acting, staging and dancing with the Whitby School of Music.

Instructional Swim: Red Cross Swim Instruction is provided in a safe and fun environment. At the end of each session, campers receive a swim report to take home.

Martial Arts: Campers are taught techniques in Tae Kwon Do, Jiu Jiitsu, Kickboxing, Self Defence and Karate by Rising Sun Martial Arts.

Rock Climbing: Campers are supervised by trained climbing instructors at Rock Oasis and will learn to climb a variety of challenging and fun rock walls.

Recreational Swimming: At Camp Riverwood, recreational swimming has always been an integral part of the camp program. We wanted to inform our camp families that the swimming pool located onsite at Petticoat Creek will be closed for summer 2010. Campers will still enjoy recreational swimming two times each week, either at an indoor private swimming facility (campers currently in grade 1 and older) or at a local splash pad park facility (campers currently in nursery, junior or senior kindergarten), both located nearby.



How We Keep In Touch With Parents

Introductions From Our Staff

Camp counsellors contact all parents by telephone for self-introductions a few days prior to the start of your child(ren)'s camp.

Sometimes 'busy lines', 'no answers' or other engagements make it difficult for the telephone contact to happen. In such an event parents may, if they wish, follow-up by calling the camp office towards the end of the first week of camp, and we'll ensure that the contact is made.

Meet And Greet: Sunday, June 27th from 3:30 until 4:30 p.m. Bring your children to meet the counsellors in their unit and look around the camp.

How to Get in Touch with the Camp Directors During Camp

The Camp Directors are a powerhouse team with an ingenious knack to simplify problems and make things go right. We want you to feel free to call them anytime on a matter of special concern or just to say 'hello' and see how your kids are adjusting at camp.

We feel certain, however, that every parent will understand that the Directors' first responsibility during the camp day is for the welfare of the children and the smooth running of the camp organization. Consequently, the Directors spend most of their time during the camp day outside the office. Parents who wish to contact the Camp Directors should leave a message and one of them will return your call in the late afternoon or evening.

How to Get in Touch with Your child's Unit Head or Counsellor

You may wish to speak to your child's unit head or counsellor if you have any questions or concerns or wish to update the staff on any particular matter. To do so, you can either send a note via bus mail (see below) or leave a message with the camp office. Please understand that during the camp day our counsellors and unit heads are occupied outside with the children and will likely only be able to return your call in the late afternoon or evening. If the matter is urgent please describe the nature of your call to the office and the best time you can be reached.



Bus Mail Envelopes

A supply of Bus Mail envelopes will be mailed to you for your use during the camp season. Our bus staff will be happy to deliver your mail to the Riverwood onsite office (example: notes, medication, extended evening permission slips, etc.)

You may request additional envelopes at any time from your bus captains.

Privacy Policy

Camp Riverwood has a strong commitment to ensuring the privacy and confidentiality of our camp families. Camp Riverwood only collects and retains personal information with your knowledge and consent. Personal information is collected in order to properly serve and meet the needs of our campers and their families. Such information is collected through the following:

- Application Form
- Camper Information Form
- Camper Health Form
- Transportation Options Form
- Extended Evening Program Form
- Camp Surveys and Questionnaires
- Camp Waiver Forms
- Other forms throughout the camp season

All personal information is stored and locked in filing cabinets, and computer access is protected through the use of secure databases and passwords. Employees are made aware of the importance of maintaining the confidentiality of your personal information. Details about your personal information are not shared with any third parties except if required to do so by law or in the belief that the information is necessary to ensure the camper's health, safety and well-being.

If you require additional information about Camp Riverwood's policies and practices relating to the management of your personal information, please contact our privacy information officer.

Visit Us On The Web Everyday

www.campriverwood.com is where you will find information on everything that is going on at camp. Some of our featured pages include the **Camp News** with timely information about extended evenings, special camp events, etc.; the **Photo Album**, with many downloadable pictures of the 2010 camp season in action.

Out of Camp Trips on Rainy Days



Riverwood has two open air shelters right on our campsite in the event of inclement weather. In addition, our program staff has available to them a variety of additional facilities near the camp. These facilities provide our staff with extra possibilities when planning successful rainy day activities for some of our camp groups.

Transportation to and from these activity areas is provided by First Student and supervision is maintained by Riverwood staff.

If for any reason, you do not want your child to participate on any or all rainy day field trip locations, please write or fax a memo detailing your restrictions.

All About Busing



At Riverwood, camp starts when the campers board the bus, and the fun does not stop until they arrive back at the door.

NOTE: When absent call First Student at 905-683-2350 before 7:45 a.m. to notify the bus that your camper(s) will be missing a day of camp.

Bus Pick Up Times, Camp Arrival and Departure Times

Campers arrive to camp at approximately 9:00 a.m. Camp buses depart at approximately 4:00 p.m. Parents must complete the Campers Travelling on Point-to-Point Buses Drop-Off Authorization Form which can be found online at

www.campriverwood.com/for-parents/parent-handbook

Please download the camp bus schedule below for more information about a.m. and p.m. bus pick up and drop off locations and times.

www.campriverwood.com/files/2010/01/riverwood_bus_sched.pdf

This schedule is subject to change any time up to the start of camp.

Bus Staff Responsibilities

Our bus captains are responsible for the safety and welfare of all the children on the bus. They assist campers on and off the bus, take attendance, plan bus activities, and supervise safety on the camp buses.

Bus captains are not permitted to take verbal messages, please use bus mail, email or call the camp office.

Bus Activities

The fun begins each morning when campers board the buses! Bus activities and camp wide bus programs such as “Hawaiian Luau” “Medieval Day”, “Superhero Day” are a few of the special programs that make the trips to and from camp more enjoyable.



Providing Your Own Transportation

Campers should be dropped off at Petticoat Creek Conservation Area at the Roger's Acres picnic site car loop between 9:00 a.m. – 9:10 a.m. and campers may be picked up between 4:00 p.m. – 4:15 p.m. We ask that you say a quick goodbye inside the car, and that you not get out of your vehicle. This makes it easier on the children and allows us to keep the loop running smoothly. In the event that there is a line up of cars, please do not pass anyone on the inside as it presents a safety hazard. Upon arrival, there will be a bus guard to receive your child. Please do not walk your child to their meeting area. Please display your entrance pass enclosed on the car dash to be allowed entry into Petticoat Creek Conservation Area. If there is more than one person dropping off or picking up your child(ren) at camp and they do not have the entrance pass displayed, please just advise the attendant at the front gate that you are with Camp Riverwood, and they will allow you entrance into the park facility.

Parents must show photo ID prior to signing their child out each day. In order to ensure the safety and well being of your child, please provide a list of people, including the full names of parents, that you authorize to pick up your child. Parents providing their own transportation must complete the Car Pick-Up at Camp Authorization Form which can be found online at www.campriverwood.com/for-parents/parent-handbook If someone else is authorized to pick up your child on any given day, please make them aware that they will also have to present a photo ID. If no photo ID is provided, the child will not be released.

Procedures for Late Arrival or Early Pickup

If your child arrives late to camp or you need to pick your child up early, please contact the camp administration office as to the location of your child's group.

Please notify the camp prior to 12:00 p.m. on the day in which you need to pick up your child early from camp. Note that valid photo ID must be presented prior to signing the child out. In order to ensure the safety and well being of your child, please provide a list of people that you authorize to pick up your child, including the names of parents. If someone else is authorized to pick up your child on any given day, please make them aware that they will also have to present photo ID. If no photo ID is provided, the child will not be released.

Pick up and drop off takes place at Petticoat Creek Conservation Area (PCCA) at the Roger's Acres Picnic Site. Please visit:
www.campriverwood.com/files/2010/01/PCCA.pdf for details of our private use campsite at Petticoat Creek. For directions to the conservation park please visit:
www.campriverwood.com/files/2010/01/map.pdf

Before and After Camp Care

Camp Riverwood offers two additional programs to help working parents. The first is our before camp care program where campers can be dropped off as early as 8:00 a.m. The second is our after camp care program which allows campers to remain at camp until 5:30 p.m. Both these programs offer supervised activities by our staff. Additional fees apply to these optional programs.

Drop off and pick up shall be at Petticoat Creek Conservation Area at the Roger's Acres Picnic Site. Please visit www.campriverwood.com/files/2010/01/PCCA.pdf for details of our private use campsite at Petticoat Creek.

For directions to the conservation park please visit:
www.campriverwood.com/files/2010/01/map.pdf

Lunches



Parents send a lunch to camp and extra snacks as desired. Campers' lunches are not refrigerated at camp. As a result, lunch boxes or thermal lunch bags must include an ice pack to keep the lunch fresh. The hard plastic ice pack is preferable over the soft pliable type, as a child cannot bite into it. As an alternative to ice packs, parents can substitute a frozen tetra-pak juice box.

Please note that our Nursery, JK and SK campers have snack breaks in both the mid-morning and mid-afternoon. Parents should pack healthy light snacks for the scheduled breaks. Older campers will be given snacking opportunities throughout the camp day.

Note: For safety reasons, food cannot be eaten on the camp bus. However, drinks can be consumed when the bus is at a complete stop (example: when a bus is stopped at a red light)

PEANUT & OTHER LIFE-THREATENING ALLERGIES

Our policy with respect to keeping our allergic campers safe is drawn from Anaphylaxis Canada's resources for schools and camps.

Camp Riverwood is a "peanut and nut safe/peanut and nut aware" camp. Camp Riverwood is not a 'Peanut/Nut free' camp. We simply cannot have absolute control over the contents of lunches and snacks that campers and staff bring to camp each day. It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the Camp Director in writing of their child's allergy.

Allergen Awareness / Allergen Avoidance

The question of banning food at day camp is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic camper and his family, in the case of a young anaphylactic child, the camp community must also be aware. In our camp, the significant allergies are to peanut and nuts. There are allergies to other foods and insect/wasp stings as well.

We are appealing to the camp community to keep peanut butter (in particular) and other peanut/nut products out of the camp.

Parents must never send to camp food to share with other children. There is also a list of packaged "safe food", which has been included in this Parent Handbook. In short, the risk of accidental exposure to a food allergen has been diminished although it can never be completely removed.

Given that anaphylaxis can be triggered by minute amounts of allergen in food anaphylactic children must be encouraged by their parents to follow certain guidelines:

- To eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents.
- Wash hands before eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a table or picnic table.

Treatment Protocol

- **An individual treatment protocol needs to be established by the camper's allergist.**
- The camp cannot assume responsibility for treatment in the absence of such a protocol.
- A copy of this should be present in the First Aide Office along with a photo of the camper.

We have adopted the policy of not serving peanut or tree nut products on camp extended evening programs and out-of-camp trips.

Parents that have a child(ren) with peanut and other life threatening allergies must complete the Anaphylaxis Emergency Plan Form which can be found at www.campriverwood.com/for-parents/parent-handbook

Children with peanut and other life threatening allergies who require an EpiPen **are required** to bring two to camp. It is **mandatory** that the child must carry one with him/her in a waist pouch at all times and a second one is to be held by the designated first-aide provider and/or camp administration at our on-site summer office.

Our Nut Free Snack Suggestions:

Bars:

- * Kellogg's Nutri-Grain Bars and Twists
- * Kellogg's Rice Krispies Squares – original, caramel
- * Kellogg's Milkcrunch Cereal and Milk bars
- * Kellogg's Pop Tarts
- * Christies Newtons – Full Fruit Bars

Cookies & Cereal:

- * Peek Freans – Lemon Thins, Family Digestive, Digestive, Arrowroot, Assorted Crème, Assorted Tea, Fruit Crème Tropical, Nice, Shortcake, Family Shortcake
- * General Mills – Betty Crocker Dunkaroos

* Christie – Teddy Grahams, Fudgee-O's, Chips Ahoy (not the 550g package) Oreo's (not the minis)

Potato Chips, Cheesies, Pretzels, Popcorn:

* Hostess Frito Lays – Doritos (corn chips), Cheetos, Miss Vickies, Sun Chips, Rold Gold Pretzels, Ruffles, Tostito Nachos, Smartfood Popcorn, Chesters Popcorn

Chocolate Bars and Candy:

* Nestle – Smarties (Halloween size), Aero, KitKat, Coffee Crisp, Mirage

* Beta Brands – Lifesaver lollipops

* Dare – Ju Jubes, Jelly Beans, Real Fruit Gummies: Sunny Peach, Fruit Medley, Citrus, Tropical

Healthy Alternatives :

* Dry cereal (peanut and treenut free variety)

* Fruits and vegetables

* Cheese and yogurt

* Pita and Humous

Required Camp Forms

The items in List “A” below should have been mailed to you in your May information package:

List “A”

- Name tag with your child(ren)’s name and unit
- Health Certificate (return by **June 1st** and attach a recent photo of your child)
- Notice to Parents Regarding Recreational Swimming
- Verification of Transportation (return only if changes are made)
- Parking Pass (only if own trans or in extended care)
- Bus mail envelopes
- Location map at Petticoat Creek Conservation Area
- Fridge memo
- Self-addressed return envelope

The forms in List “B” below are to be printed, completed and mailed to the camp office no later than **June 1st**. All forms and notices in List “B” below can be found at www.campriverwood.com/for-parents/parent-handbook

List “B”

- Parental Authorization to Administer Medicines at Camp
- Anaphylaxis Emergency Plan (for campers with peanut/nut and other life threatening allergies)
- Camp Clothing Order Form
- Canoeing and Kayaking Waiver Form (only if applicable)
- Tennis Waiver Form (only if applicable)
- Horseback Riding Waiver Form (only if applicable)
- Horseback Riding Assessment Questionnaire (only if applicable)
- Instructional Swim Assessment Form (only if applicable)
- Rock Climbing Waiver Form (only if applicable)
- Campers Travelling by Car Pick-Up at Camp Authorization Form (only if applicable)
- Point-to-Point Bus Service Drop-Off Authorization Form (only if applicable)

The information in List “C” below is important camp information for you to keep at home for easy reference. All items in List “C” below can be found at www.campriverwood.com/for-parents/parent-handbook

List “C”

- Parent Handbook – **very important, please read!**
- Notice to Campers Enrolled in the Babysitting Course
- Notice to Golf Campers
- Notice to Canoeing and Kayaking Campers
- Notice to Ice Hockey Campers
- Notice to Campers Enrolled in Instructional swim
- Notice to Skatepark Adventure Campers
- Horseback Riding - General Information Sheet

If you do not have access to the internet and would like us to mail you this information, please contact Rob at the Camp Office at 905-428-0042.

Absences

All parents must call the camp office at (905) 428-0042 before 8:00 a.m. to let us know if your child will be absent on that day. Refunds or credits are not given for days missed.

Custody Issues

In cases of separated or divorced parents where visitation rights and/or access are denied or restricted to one parent, we must have court or separation documents on file. Without a signed court order, staff will be required to release the child to either parent.

What to Wear, What to Bring

Special camp clothing is not required for the traditional camp program. There may be some clothing and equipment requirements for some of the sports and arts & science camps (please see below for more details). Please remember to clearly label all items (including towels, goggles, water bottles, shoes, etc.) with first and last names in order to help us return lost items to you.

What to wear:

- Shorts
- T-shirts or tank tops
- Sun hat!!
- Bathing suit under clothes for swim (cuts down on changing time) (on the days campers are swimming)
- Sunscreen!!
- Running shoes/sneakers (Crocks with straps are okay to wear, but running shoes must also be packed for certain sports activities)
- Rain boots on very wet days

What to pack

- 1 towel (on the days campers are swimming)
- Goggles for swimming (on the days campers are swimming)
- Bag for wet clothes
- Pants
- Long sleeve shirt
- Underwear
- Full extra set of clothes in a ziplock bag
- Foldable rain jacket
- Hand sanitizer
- Snacks
- Water bottle
- Ice pack in lunches
- Labeled sunscreen (A MUST!!)

What not to bring/wear to camp:

- Peanut or nut products (any food items that contain or may contain peanut or nut products)
- Toys, stuffed animals
- Valuables, jewellery, hanging earrings
- Expensive/designer clothing (some of our paints do not always come out completely in the wash)
- Trading cards/Playing cards
- Sandals, flip-flops

- Glass bottles
- Aerosal sprays (i.e. Insect repellent, sunscreen, deodorant)
- Umbrellas
- Cell phones, I-pods, Gameboys and other electronics are not permitted either on the bus or on camp grounds – if used, they will be taken away from the camper and returned upon their arrival at home
- Roller blades, Heely's, skateboards (unless enrolled in the sports program)

Refer to the Following Additional Notes by Unit:

For Pandas (Nursery, JK and SK):

- Pack a reasonably sized lunch – 1 lunch choice and 2-3 snacks are sufficient. Too much choice can be overwhelming.
- Velcro running shoes are preferred
- Blankies and special comfort toys are best left at home since they will likely get dirty and may be forgotten at camp.

For Tigers/Hawks (Grade 1-4)

- Remember to send 2-3 snacks!

For Mustangs (Grade 5-8)

- Proper running shoes are mandatory (no backless sandals or flip flops please)
- Bring a bathing suit and towel (on the days campers are swimming)
- Lunch, water bottle and snacks

Arts & Science Camps

- **Dance:** Running shoes are required.
- **Yoga & Pilates** – Comfortable and loose fitting clothing
- **Babysitting Course** – A cabbage patch doll or any doll of similar size

Sports Camp:

- **Beach Volleyball** – No special equipment required.
- **Canoeing and Kayaking** – Water shoes or extra pair of old shoes, bathing suit and towel required. Lifejackets will be provided at no cost.
- **Golf** – Collared shirt and running shoes are required. Campers may bring their own golf clubs from home which will be stored in a secure facility for the week. There are a limited number of clubs available at no cost.

- **Horseback Riding** – Long pants must be worn (stirrup pants, leggings or tapered jeans) and hard-soled boots with a quarter of an inch heel are mandatory. CAMPERS WITHOUT PROPER FOOTWEAR CANNOT RIDE. Riding helmets will be provided, however we recommend that children bring their own for better fit and comfort. Riding helmets must be labelled with the ASTM approval.
- **Ice Hockey** - The camper must supply his or her own skates, stick, helmet with facemask and all protective pads. As there is no storage facility at our campsite or at the arena, campers will be required to take home their equipment at the end of each day.
- **Instructional Swim** – Bathing suit under clothes for swim (cuts down on changing time), towel and goggles
- **Martial Arts** – Running shoes, comfortable and loose fitting clothing
- **Rock Climbing** – Running shoes, comfortable and loose fitting clothing
- **Skatepark Adventures:** In-line skates or skateboard, CSA approved skateboarding helmet, wrist guards, elbow and knee pads must be supplied by the camper.
- **Soccer** – Running shoes or soccer cleats are required.
- **Tennis** – Running shoes required. Campers may bring their own tennis racquets. There are also racquets available by the Tennis pro for use at no cost.

Lost & Found

When campers are having fun at camp, they also become easily distracted when it comes to keeping track of their clothes and other personal property.

Throughout the summer, we make every attempt to return lost items to their rightful owners. Try as we might though, sometimes there are personal belongings left at camp. To increase the likelihood of your personal belongings being found, please be sure to label any items that are brought to camp (including clothes, hats, sunscreen bottles, towels, backpacks, lunch boxes etc.).

Lost items without names or insufficient identification are sorted and placed on display racks at the end of each camp day.

Attention Parents of Younger Campers

Clothing with buttons should be avoided as much as possible. Velcro or slip-on running shoes (without laces) are desirable. Sandals and flip flops should not be worn to camp.

Health & Safety

Camp Health Certificate

All parents are required to complete a health form for each child attending camp which is included in your May Parent Package. Additional health certificates are available online at www.campriverwood.com/for-parents/parent-handbook . Please make sure to attach a recent photo of your child to the health certificate. Please note that a doctor's signature is not required on our camp Health Certificates. This is in compliance with Ontario Ministry of Health Regulations.

If your child has a medical history whose complexity is greater than usual, then you may wish to have your doctor complete the form. Please understand, however, that there may be a charge levied by your doctor for this service.

Please notify Camp Riverwood in writing if there is any change in the medical condition of your child(ren) between the time of completing the Health Certificate form and their first day of camp.

NOTE: CHILDREN COMING TO CAMP WITHOUT COMPLETED HEALTH FORMS MAY NOT BE PERMITTED TO PARTICIPATE IN SOME PHYSICALLY ACTIVE ACTIVITIES OR OUT OF CAMP TRIPS UNTIL THIS FORM IS RECEIVED. Mail completed form(s) to the camp office so as to arrive NO LATER THAN JUNE 1st)

Medications From Home

For the safety and welfare of your child, we have a designated first-aide provider onsite and many of our staff is trained in first aid and CPR and emergency procedures.

Should there be an occasion during the camp season that medicine from home has to be administered at camp, please be sure to phone the camp office ahead of time so that we can be alerted to expect the medication. Since children can sometimes forget that they have medicine in their camp bag, we prefer that medications be given to the bus monitor for delivery to the camp office.

All medications, prescription or over-the-counter, are to be checked in and administered by the designated first-aide provider. **DO NOT send medication with your child to be self-administered.**

Please send all medications to camp in their original dispensing containers with the unaltered label stating your child(ren)'s full name and dosage.

If your child requires any type of medication, you must also complete the 'Parental Authorization to Administer Medicines at Camp' form which is available online at www.campriverwood.com/for-parents/parent-handbook and return it no later than June 1st.

If your child is to be on routine medication or has specific medication requirements, it is a good idea to review your situation with the designated first aide-provider prior to the start of camp. The designated first-aid provider can be contacted during the week prior to camp opening by calling 905-428-0042.

Sun Safe, Sun Smart

At Riverwood we encourage parents, campers and staff to be "SUN SMART". **Sun hats are a must – everyday!** Keep extra hats at home in case one gets misplaced or lost. Our staff is conscientious in ensuring that campers wear their sunhats and shirts during the camp day.

In addition, Riverwood has made the use of water bottles and sunscreen a routine part of the camp day. Clearly label your sunscreen and water bottle with your child's full name using a permanent marker. **We ask parents to apply sunscreen each morning prior to camp** and send the labelled bottle in your child(ren)'s backpack each day. Counsellors will assist and supervise campers to reapply their sunscreen at regular intervals during the day. Staff is also conscientious in ensuring that campers drink water throughout the day, Please note that all water at Petticoat Creek Conservation area is drinkable.

If you are applying waterproof lotion, be very careful to keep the lotion away from the eye area. Waterproof lotion is NOT water-soluble. This means that it is difficult to "flush out" if it is rubbed into the eyes.

Campers can also escape the summer heat by resting under our private open-air sheltered picnic area. Moreover, many of our activities take place in areas that have natural shade offering additional protection from the sun.

Extended Evening Programs



In certain weeks at camp, all campers have an opportunity to participate in this optional camp program. Campers will remain at camp after the buses depart. Parents, however, will have to pick up their child(ren) at camp at 7:00 p.m. The program includes pizza and pop for supper followed by co-operative games, sing songs and scavenger hunts. Because extended nights are randomly scheduled throughout the summer, we cannot guarantee participation to all weekly campers.

In the event of inclement weather this program will be cancelled without notice and campers will return home on the buses at the normal time.

There is a small fee when your child participates in this optional camp program. The fee is used primarily to cover the food expenses for the campers and their counsellors plus the added cost of supervision.

Partners In Parenting

How We Deal With Behaviour Issues

As partners in parenting, we feel it is important to share the steps we take with a camper who is struggling with behavioural issues. We employ a straightforward, multi-step plan that we have developed over the years, and that has proven to work best for us.

At the beginning of the summer, counselors with the help of their campers, draw up a cabin contract of expectations and acceptable behaviours. This allows the children to get involved and really understand how they are expected to behave at camp in order to have a successful summer. This contract is revisited at the beginning of every two-week session.

When a child displays negative behaviour during the camp day, depending on the severity of the act, they will be talked to by the counselor or asked to sit out of an activity.

Once a child has demonstrated repeated acts of unacceptable behaviour, the Unit Head and Camp Director will get involved and the parent will be notified immediately. At this point, they will come up with a plan of action that is consistent both at camp and in the home. The unit head and parent will communicate on a daily basis to keep the parent informed and receive feedback.

Should the disturbing behaviour continue, the camper will be asked to sit down with the parent, cabin counselor, and unit head, and write up a self-declared contract of what is expected. The camper will be rewarded with praise, stickers or specific fun activity for adhering to this contract.

Should the contract be broken, the camper will be asked to stay home for two consecutive days. The camper will be welcomed back to camp following the suspension and given a second chance.

Should the camper continue with any of the negative behaviours outlined in the self-declared contract, and the suspension has already taken place, the camper will be asked to leave camp permanently.

We hope that you found this booklet informative. Please do not hesitate to call the camp office at 905-428-0042 with any questions.