

### CRESTWOOD VALLEY DAY CAMP

416-444-9595 crestwoodcamp.com crestwood.camp@crestwood.on.ca



### SUMMER 2025 Parent Handbook





Community, Leadership, Life.



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### VELCOMETO CRESTVOD VALLEY DAY CAMP

Dear Camp Families,

Welcome to Crestwood Valley Day Camp!

We are thrilled to be able to provide your child with a unique camp experience in the centre of the city. Here, your child will experience an amazing variety of activities and adventures that they will be able to remember for the rest of their lives. Each day they will be led by experienced, fun, and warm counsellors. They will be taught by qualified and dynamic specialists and swimming instructors and will also be entertained by some amazing performers. Most importantly, your child will develop relationships with other campers and staff who will help them build confidence and skills that will last a lifetime. All camp programs are designed to build campers' imagination, self-esteem, and social skills.

Please read through this Parent Handbook in detail as it provides all the information you need to know about the upcoming summer. For returning families, there are changes from previous summers so please also ensure you read through all the information. After going through the Parent Handbook, don't hesitate to contact us if you have any further questions.

#### As our song states, at Crestwood we're all one big family!

See you at camp!

R. Pastor-Baranck

Reide Pastor-Baranek Camp Director

Evan Roth Associate Camp Director



### **IMPORTANT DATES** & DAILY REMINDERS

#### **SUMMER 2025 CAMP DATES**

Camp is closed on <u>Monday June 30th</u> and <u>Monday August 4th</u>, 2025

July Camp	July 1st - July 25th
6 Week Camp	July 1st - August 8th
July + 2 Weeks	July 1st - July 25th & August 11th - August 22nd
8 Week Camp	July 1st - August 22nd
August Camp	July 28th - August 22nd
First 2 Weeks of August	July 28th - August 8th

#### **CAMP CONTACT INFORMATION**

416-444-9595

crestwood.camp@crestwood.on.ca

### DAILY PACKING LIST

#### PLEASE MAKE SURE EVERYTHING IS LABELLED

- Sunscreen (also put on before camp)
- Hat
- Reusable Water Bottle
- Bathing Suit
- Towel
- Running Shoes
- Flip-Flops/Slides/Water Shoes
- Change of Clothes (for Nursery and JK Graduates)



### PARENT/GUARDIAN DROP OFF & PICK UP

#### CAMPER DROP OFF (BETWEEN 8:30 - 9:00 AM)

- You will be notified of your drop off time and location before the first day of your camp session. You will be given a 15-minute time slot within this time range to drop off in the morning. This will help alleviate lineups and ensure the process runs smoothly.
- Cars will be clearly directed to their designated drop off zone by a staff member.
- Staff will greet you and your camper(s) in the drive-thru. They will help your camper(s) out of the car and will walk them to their cabin.
- Please do not exit the car.
- If you have questions or concerns about your camper(s), please connect to the camp office by phone or email. In an effort to have the line move quickly, the morning drop off staff will not be able to address your questions or concerns.

#### CAMPER PICK UP (BETWEEN 4:00 - 4:30 PM)

- You will be notified of your pick-up time and location before the first day of your camp session. You will be given a 15-minute time slot within this time range to pick up in the afternoon. This will help alleviate lineups and ensure the process runs smoothly
- You will be given a unique car number before the first day of camp. Please print this number and clearly display it on the dashboard for each daily pick up.
  Cars will be directed to your designated pick up zone.
  Your camper(s) will only be released if the individual picking them up is on the authorized pick up list, and once a staff member checks the individual's photo ID.
  Once the ID has been checked, your camper(s) will be escorted over to your car. There is no need for you to exit the car.
  Please do your best to get your camper(s) into the car as safely and quickly as possible. Please do not hold up the pick-up line to chat or hand out snacks. We want to get all campers into their cars as quickly and safely as possible, and eliminate any lineups.
  If you have questions or concerns about your camper(s), please connect to the camp office by phone or email. In an effort to have the line move quickly, the afternoon pick-up staff will not be able to address your questions or concerns.

#### DROP OFFS AND PICK UPS OUTSIDE THESE TIMEFRAMES

- If you need to drop your camper(s) after 9:00 AM, they must be taken to the Camp Office to be signed in before they can join their group.
- If you need to pick your camper up early, they will be brought to the Camp Office. They will only be released to an authorized person who will need to show photo ID.
- You must notify the office of an early pick up at least 2 hours prior to the pick up time.
- If you are going to be late picking up your camper(s), please call the camp office to notify them of your whereabouts and the estimated time of arrival.

### For all drop off and pick up inquiries, please email the Camp Office at crestwood.camp@crestwood.on.ca or call 416-444-9595.

# BUSING



#### **MORNING (AM) BUS PICK UP**

- Parents will be notified of the 15-minute time slot of the bus arrival the week prior to the first day of camp. If you are not reached, please have your camper(s) ready for 8:00 AM just for the first week or until you know a more precise pick up time.
- Be ready, waiting for the bus with your camper(s), on the sidewalk with their backpack. Make sure they use the bathroom as well.
- For the first few days of camp, transportation may be delayed as parents take longer to say goodbye to their campers as they transition into their new routine.
- Please note the bus will only wait 2 minutes before moving to the next house.
- Breakfast must be eaten at home and not brought onto the bus. There are many campers with life-threatening allergies and there will be no exceptions to this rule. Please make sure the camper's hands, mouths, and clothing are washed and clean.
- Only registered campers and staff are permitted on the bus. This rule applies to all parents and legal guardians and we require everyone's full cooperation with this policy.

### AFTERNOON (PM) BUS DROP OFF

- Please be outside waiting for your camper(s). A parent/guardian must be at home prior to the expected time of arrival. This will help the bus route run in a safe and timely manner.
- Drivers will not drop off a camper unless the authorized person is waiting outside the house to receive your camper(s).
- Please help us to maintain a good routine so the bus ride is as short as possible. The pick up and drop off times will be more consistent once we are all accustomed to the bus routine.

### **BUSING & TRANSPORTATION CHANGES**

- If you need to make a change to the transportation arrangements you originally registered for, such as a change in address, you MUST let the office know prior to May 1, 2025.
- If your transportation change involves morning pick up, afternoon drop off, authorized pick up list changes, or daily attendance, please contact the camp office immediately.
- All busing and transportation changes must be emailed to the camp office at crestwood.camp@crestwood.on.ca. Changes requested over the phone or in person will not be accepted.

### THINGS TO WEAR, PACK, & LABEL

#### THINGS TO WEAR TO CAMP

- **Bathing Suit** (Please send campers dressed in their bathing suits worn under their shorts and t-shirts (if the camper is comfortable to do so)
- **Protective Sun Hat** (Every camper MUST have a sun hat!)
- Solid Pair of Running Shoes (Your camper must wear safe shoes in order to participate in all physical activities. Sandals are only recommended for travelling to and from the swimming pool.)
- On Cool Days please dress your camper in a sweatshirt and long pants worn over their shorts and tshirt so that we can easily remove the top layers as the day warms up!
- On Rainy Days please send a raincoat and boots.

#### THINGS TO SEND IN BACKPACKS

All campers will receive a Crestwood backpack large enough to carry their clothing and all of the fine artwork that they have produced at camp!

- Towel
- Extra set of clothing for Dino's (Nursery and JK Graduates)
- Re-Usable Water Bottle
- **Sunscreen** (Please ensure it is nut free)
- For Sports Academy Campers- please send a baseball glove daily. Shin guards or cleats are not needed. Campers will be participating in instructional swim so please make sure to pack a bathing suit and towel.

#### Please don't overload backpacks with unnecessary clothing as campers have to carry it!

#### **OTHER THINGS TO DO**

- Please check your camper's bag daily for notes, flyers and art from the camp!
- PLEASE LABEL ALL CAMPER CLOTHING, INCLUDING HATS, TOWELS, SUNSCREEN AND SHOES! THIS WILL HELP US RECOVER ANY MISPLACED ARTICLES!
- If something was sent home that does not belong to your camper(s), please let us know and send it back to camp the following day. We will ensure it is returned to the right person.
- If you are interested in purchasing labels, you can visit: http://crestwood.oliverslabels.com/

#### THINGS TO LEAVE AT HOME

**Please do <u>not</u> 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, Pokémon cards, dolls, and stuffed animals at home! The camp cannot be held responsible for favourite toys that go missing and we do not want other campers to get upset. Please do not send any valuables and please do not send any food or drinks (other than water)!

## HEALTH & SAFETY

### HEALTH CENTRE

Our Health Centre is staffed at all times during the camp day by an experienced Registered Nurse and qualified first aiders. 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 the 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 and accurate medical information for all campers.
- In the event your camper visits the Health Centre, depending on the circumstances of the visit, you will receive either a note home that evening or a phone call with details of the visit. If the camper needs to be picked up, a parent/guardian will be notified immediately.

Please do not send your camper to camp if it is suspected that they are not feeling well. If your camper has been home ill, please refer to our protocols on page 9 of this handbook or contact the Camp Office.

#### **ALLERGIES - WE NEED YOUR COOPERATION**



- It is our top priority to promote a safe, caring and supportive environment for all of our campers and staff. This is especially true for our campers with anaphylactic allergies. In order to support our campers with life-threatening allergies, we ask that all of our families read the following information carefully and share it with their campers.
- We provide all food and snacks during the camp day for our campers and staff to ensure everyone's safety. The food and snacks we provide are free of all peanuts, tree nuts, and sesame products. No outside food or snacks are allowed on the camp property. Although this helps some of our campers, we understand that not all allergies are food related and are conscious of these other allergies as well.
- Anaphylaxis is a serious allergic reaction that can be rapid in onset and can in worst-case scenarios cause death. It can manifest in different ways such as hives, itchy rash, vomiting, shortness of breath, or even throat or tongue swelling. This reaction is caused by being exposed to the person's allergy. For example, if a person has a bee allergy, if they are stung it will cause a reaction. If a person has a nut allergy, ingesting or sometimes even smelling nuts can cause a reaction. The main way anaphylaxis is treated is by an epinephrine injection.

## HEALTH & SAFETY

- We ensure that our staff are well trained and prepared to care for our campers. During our pre-camp training sessions, we ensure that our staff are educated in first aid, C.P.R., emergency procedures and epi-pens. Our health centre, unit heads, counsellors, pool heads, swim instructors, specialty staff, snack shack coordinator, and our kitchen director, are notified and briefed of camper allergies and restrictions.
- We also keep multiple dosages of EpiPens on site in case of emergency. Please ensure that your camper's EpiPen contains the correct dosage and is up to date for the camp season (expiration date of September 2025 or later).
- Please check that your camper's hands, face, mouth, and clothing are clean, especially from peanuts, tree nuts, and sesame products before arriving at camp in the morning.

#### Please support us in our efforts to provide the safest measures for all of our campers!

### ASTHMA



• If your camper has asthma, it is important that we know and understand the symptoms they

- experience, especially what environments can make it worse (cold, exercise, campfire smoke, etc.).
- Please make sure that the correct medication is sent to camp with your camper(s), and you inform the camp of when you feel we should administer the use of an inhaler.
- The inhaler can be kept in our Health Centre or carried around in a fanny pack with the camper. Please connect with the camp office to chat further and let us know where you would like the inhaler kept.

### **MEDICATION AND MEDICAL CONDITIONS**

- No medication can be given at camp without permission from a camper's parent/legal guardian. This includes all prescription and over-the-counter medication.
- If you are planning to send medication, it must be in the original bottle labelled with the camper's name, the name of the medication, the dosage required, and the time to administer the medication.
- Send enough medication for camp use only, leaving the remainder at home.
- Medication must be stored in the Health Centre and administered by our Registered Nurse.
- If you are going to send medication, please contact the camp office before the camp day begins to provide instructions for our health centre.



## HEALTH & SAFETY

#### ILLNESS AND RETURNING TO CAMP SAFELY

In the event a camper is not feeling well, it is important that they take the time they need to feel better before returning to camp. For the health and safety of all campers and staff, please do not send your camper(s) to camp if they are experiencing symptoms of illness.

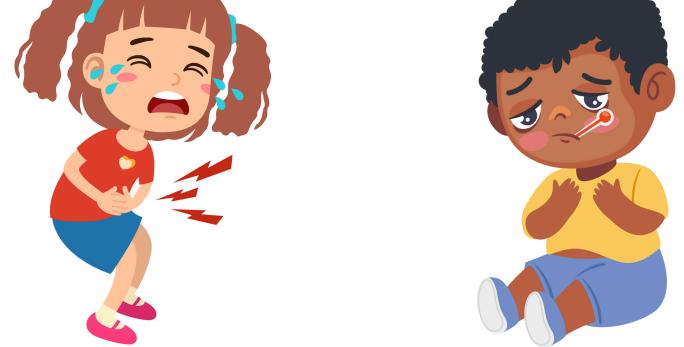
#### Symptoms include:

- Fever and/or chills
- Cough
- Shortness of breath
- Decrease or loss of taste and/or smell
- Muscle aches or joint pain
- Extreme tiredness
- Sore throat





- Runny or stuffy/congested nose
- Headache
- Nausea, vomiting, and/or diarrhea
- Abdominal pain
- Pink eye
- Decreased or no appetite



Return to camp can occur if they do not have a fever and their symptoms have been improving for at least 24 hours (or 48 hours if they have been vomiting or having diarrhea). If you are unsure as to whether or not a camper is ready to return to camp, it's best to keep them at home for further recovery until you feel sure that they are feeling well and ready.

Please note that if a camper begins to not feel well at camp and our Health Centre team feels it's best that the camper to go home to rest and safely recover, you will be required to pick them up at the earliest possible opportunity, within 30 minutes. Please ensure whether it's a parent, guardian, family member, caregiver, or someone close with your family, that you have someone "on-call" who will be available to pick up a camper from camp immediately in the event they need to be sent home.

## **HEAD LICE**

We must take extra precautions to limit the transmission of lice at 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.

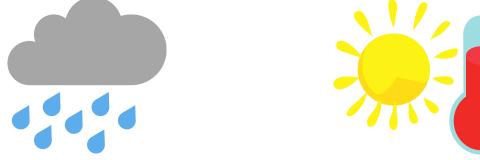
- Prior to arriving to camp, please examine your camper's head and everyone else in the household for lice and nits. Start examining the head by beginning around the ears and at the nape of the neck and then the rest of the head. If your camper does have lice, begin treatment.
- If your camper is found to have lice or nits, they will not be admitted to camp until the situation is resolved. A parent will be notified immediately and will need to pick their camper up from camp. Campers will not be allowed back to camp without a certificate/note from a lice clinic or nurse, indicating that the camper no longer has lice and/or nits.

In case of communicable diseases such as Chicken Pox, German Measles, Pink-Eye, Lice, & Hand Foot & Mouth, please notify the Camp Office immediately.

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

#### **RAINY DAYS & EXTREME HEAT DAYS**

- Our campers and staff are always 'Sun Smart'. Whether re-applying sunscreen, keeping hats on heads, drinking water, refilling water bottles, staying in the shade, or keeping cool in our air-conditioned indoor facilities, 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 our indoor, airconditioned, state-of-the-art facilities.
- Please monitor the early morning weather reports and send the appropriate clothing and shoes for the weather.





The philosophy behind our Swim Program is to develop skills and confidence, a LOVE for the water and an understanding of water safety in the pool. We utilize floatation devices and creative learning techniques with our instruction. We follow the **Lifesaving Society Learn to Swim Program** offering all levels, skills, and safety education. If for any reason a camper needs to miss swimming a parent and/or guardian must notify the camp office via email or phone to let them know. To learn more about each level of the program, copy and paste the following link into your web browser:

#### https://crestwoodcamp.com/wp-content/uploads/2018/09/Lifesaving\_Society\_Learn\_to\_Swim\_Program.pdf

Our campers enjoy very small classes and hands-on daily instruction in our four heated, outdoor, Salt-Water-Systems pools. Our aquatic staff are fully certified instructors with current teaching experience. They are trained to focus on the individual needs of each child and are committed to developing strong, confident, "water smart" swimmers. Regular in-service training of our swim staff enhances our professional instruction and safety supervision. Training is provided by our Swim Director and Camp Consultant, Eric Shendelman, owner of *Shendy's Swim Centre* and developer of the Lifesaving Society Swim for Life 10 Level Program.

#### Other things to know about swimming at camp:

- Crestwood's Swim Program includes:
  - Lifesaving Society Swim for Life 10 Level Program
  - Lifesaving Society Fitness Program (Bronze, Silver and Gold)
  - Lifesaving Society Patrol Program (Rookie, Ranger and Star)
  - Lifesaving Society Bronze Medallion and Bronze Cross
- All campers will receive one 45-minute swim period each day. The first 30 minutes of each period will be an instructional lesson. The last 15 minutes will be a recreational swim.
- Pool Heads, Swim Instructors and Lifeguards will remain on deck instructing, lifeguarding and supervising the pool.
- Camp Counsellors will be in the water with their campers.
- If any campers require earplugs for swimming:
  - Send earplugs in a LABELED, sealable container.
  - Our staff can assist camper(s) with their earplugs as needed.
  - $\circ~$  It is a good idea to have a spare set at home.
- At the end of your camper's session, you will receive a Swim Report Card, updating you on the progress they made during their time at camp. If your camper is able to pass a swim level, the badge will also be sent home.

If you have any questions regarding the swim program or your camper's progress, please email or call the Swim Director through the Camp Office.

## PROGRAMS

#### **SPECIAL THEME DAYS**

In addition to our regular programming, there are many special days planned within cabins, units, as well as camp wide. Send your campers dressed in the craziest, wackiest costumes! Please make sure everything is labelled and that no valuables or replica weapons are sent to camp. We will send out email reminders leading up to the special days as well so that no one forgets! We will send out our July and August camp calendars and special program information as we get closer to camp. We will also send out reminders throughout the summer with reminders of upcoming special events at camp.

#### **CRESTWOOD SPORTS ACADEMY**



For the young athletes that enjoy a variety of sports, the Crestwood Sports Academy is a dream come true! Basketball, baseball and soccer lead the roster of sports offered. This program helps campers explore, develop, and improve skills while building their self-confidence. In addition to these popular sports, campers also receive qualified swim instruction and will participate in a camp activity each day. This program is offered for different sessions throughout the summer, for boys and girls who have graduated from Grades 1 to 6.

### COMMUNICATION & MEDIA

#### **FAMILY RELATIONS**

We pride ourselves on providing exceptional customer service. If there is ever a question or concern, the camp office will connect you with the appropriate person to speak with at camp. Please ensure you connect with the camp office directly. Staff who are assisting with parent drop off, pick up or on the bus are not the people to raise questions or concerns to. We are happy to assist you through the camp office at any time. It is our sole mission to ensure that each camper has a successful summer at camp. Our team is available to be reached by phone at 416-444-9595 or by email at crestwood.camp@crestwood.on.ca. **12** 

## COMMUNICATION & MEDIA

#### **CAMP COMMUNICATION**

There are a few ways you will hear from us throughout the spring and summer:

- **Emails:** You will hear from us by email quite often about everything from special days, weather, pick up and drop off, and more! Please be sure to check your inbox regularly so you don't miss an email.
- **Phone Calls:** Our policy is to always leave a message and we encourage you to listen to that message before calling us back. By doing so, you are able to let our office know who called you and this will speed up our ability to connect you with the right person.
- Facebook and Instagram: Be sure to follow us! Our Facebook page is listed as <u>Crestwood</u>
   <u>Valley Day Camp</u> and our Instagram is <u>@crestwoodvalleydaycamp</u>!
- There are many people at camp who are always available to answer all of your questions. Every age group at camp is led by a fantastic Unit Head duo! They are with your campers and their counsellors all throughout the day. Our Swim Director, who leads a team of Pool Heads, oversees the swim program. The Pool Heads work with your camper's swim instructors and your camper, one on one, each day. Unit Heads and Pool Heads will contact parents when needed. Counsellors and swim instructors' primary responsibility is to take care of campers and so do not phone parents directly.
  The Health Centre is also available throughout the camp day, and you will hear from them directly should your camper have to visit the Health Centre during the day, either via phone call or a note sent home.
  The Camp Office is available from 7:30 AM 5:00 PM to answer all of your questions regarding registration, and the camp day, and to direct your call to the appropriate person. The camp office can be reached at 416-444-9595 or by email at crestwood.camp@crestwood.on.ca

#### DAILY PHOTOS

We love to show parents how much fun we're having at camp! That's why our staff will be taking many photos throughout the day of your campers and uploading them each night to our password-protected page on our website. The password to access the photos will be shared with you once camp begins. If you have any concerns with having your camper photographed and viewed on our website, please email the camp office to let us know. While we do everything to accommodate these requests, please note that this cannot be guaranteed.

## GENERAL INFORMATION

#### **ONTARIO CAMPS ASSOCIATION (OCA)**

Crestwood Valley Day Camp is an Accredited Member of the Ontario Camps Association (OCA), and therefore the camp adheres to over 600 standards that are reviewed each summer. These standards cover all aspects of camp including facility, health care, food service, program, transportation, as well as management and staff hiring and training. A standards visit also occurs every 4 years and Crestwood always exceeds the standards.

#### **IMPORTANT CHANGES TO INFORMATION**

Any change in address, telephone numbers, emergency contact information, or health information must be immediately reported to the camp office. If you have a different last name than your camper, please give your camper's first and last name when you call the camp office for a request or when leaving a message. All changes must be reported to the camp office as soon as possible!

#### **CAMP SECTIONS**

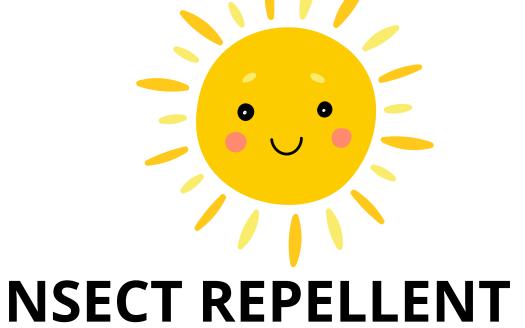
Dino Section	Nursery & JK Graduates
Junior Section	SK Graduates
CV Section	Grade 1 & 2 Graduates
Senior Section	Grade 3 to 6 Graduates
Sports Academy	Grade 1 to 6 Graduates
Leaders in Training	Grade 7 & 8 Graduates
Counsellors in Training	Grade 9 Graduates



## GENERAL INFORMATION

#### SUNSCREEN

Please send a bottle of sunscreen each day with your camper. Please apply sunscreen prior to leaving the house and we will apply sunscreen throughout the day and following each swim period. It is recommended that sunscreen contains UVA/UVB protection, broad spectrum and has no less than SPF 45. **Please make sure this bottle is labelled and has no coconut and/or nut oils.** Aerosol spray sunscreen is allowed at camp, which will help your child's counsellor with the application of sunscreen.







Campers bringing insect repellent to camp must bring a cream, roll-on or pump bottle. No aerosol spray insect repellent will be allowed at camp in order to ensure a safe environment for our campers and staff.

#### BIRTHDAYS

If your camper is celebrating a birthday at camp, we will provide a fun birthday treat! Please do not send your camper with any outside food. Photos from the birthday celebrations can be viewed in our photo gallery at the end of the day at www.crestwoodcamp.com

#### **TOILET TRAINING**



Please be reminded that it is mandatory for your camper to be toilet-trained for the summer. If you have any questions or concerns, please contact our office immediately.

#### **TRANSITIONING BETWEEN SESSIONS**

There are a few times throughout the summer when a session ends, and a new session begins. Transitions occur after weeks 4 and 6. During these times many campers and staff leave, and new campers and staff begin. We are committed to ensuring that during these times, camp remains as consistent as possible.

## GENERAL INFORMATION

#### **LOST & FOUND**

If your child has lost a belonging, please email the camp office and we will do our best to locate the item. The camp cannot be held responsible for any lost articles. Please **LABEL EVERYTHING** to make it easy to find your lost items.



#### SOCIAL MEDIA

Be sure to follow us on Facebook and Instagram! In addition to our photo gallery, we often post photos and video highlights of all the fun we are having throughout the summer.



Crestwood Valley Day Camp



crestwoodvalleydaycamp

At Crestwood, we promote and understand the strong bond created between campers and staff during the summer. However, for the safety and security of our campers and staff, we do not condone camper-staff or parent-staff communication through social media channels, texting, emailing, or calling before, throughout, and following the camp season.

#### **RESPECT & LANGUAGE**

Profanity or discrimination in any form is unacceptable at camp. Engaging in any act which discriminates against another camper or staff member because of race, colour, national origin, sex, religion, creed, age, the presence of disability, sexual orientation, or any other basis will not be tolerated. Crestwood is committed to providing a camp environment where every camper and staff member is respected and is entitled to fair and equitable treatment.



### CAMP POLICIES

There are many important policies on our website. Please make sure you and your camper(s) read through them and are aware of our policies before the beginning of camp.

- Accessibility Policy: https://crestwoodcamp.com/accessibility-policy/
- Camper & Family Behaviour Policy: https://crestwoodcamp.com/camperfamily-behaviour-policy/
- Health & Safety Policy: https://crestwoodcamp.com/health-safety-policy/
- **Privacy Policy:** https://crestwoodcamp.com/privacy-policy/
- Registration, Cancellation & Grouping Policy:

https://crestwoodcamp.com/registration-cancellation-grouping-policy/

