



SUMMER CAMP POLICIES & PROCEDURES MANUAL

PLAY LOFT LEARNING PRESCHOOL
583 DANFORTH AVENUE
TORONTO, ON, M4K 1P9

Our Pledge

Play Loft Learning Center offers an array of summer day camp experiences guaranteed to meet the needs of all children. Staff dedicated themselves to provide children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves. Children love the opportunity to explore unique outdoor experiences and welcome the chance to have control over part of their day.

Play Loft Camp Values

Play Loft camp tries to guide children in making the right decisions, building self-esteem and displaying empathy and compassion for others. Our staff demonstrates, develops and promotes caring, honesty, respect and responsibility throughout the camp duration. A strong partnership between parents and staff, including the support and reinforcement of our values to foster the growth of happy, confident, and caring children.

Safety and Security

Drop of Hours

Campers may be dropped off from 8:00 AM to 9:00 AM and picked up from 4:00 PM to 6:00 PM. When dropping the child, parents should make eye contact with staff and inform the staff about any necessary information.

Secure Pick Ups

Names of anyone other than a parent/guardian who is authorized to pick up your child should be clearly listed in the office and a government issued photo ID will be required of anyone who we do not recognize. Under no circumstance will we release a child to anyone unless they are on the pickup list or informed by the parent.

Behaviour Management Policy

The Play Loft Summer Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behaviour when that behaviour is inappropriate. Teachers and staff will try positively to redirect a child's behaviour and, if necessary, will seek the assistance and if the inappropriate conduct issue continues, the parents will be notified.

Bullying

Bullying is when one or more children (the bully/ies) target a child (the victim) and that a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damaging their property or insulting / demeaning the victim. Play Loft has a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These action are disruptive and result in negative experiences

for fellow campers. Play Loft reserves the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and value of the summer camp.

Children's expectations to participate

- Children need to be respectful to their teachers, equipment's and other students.
- Violence, coarse language, or failure to work with others under the class rules will result in expulsion from the programme without refund.
- Parents will be given two warnings about the child's misbehavior (violence, coarse language) and after the two warnings the child will be terminated from the program.

***Please understand that there will be no refunds given to the children who are suspended or terminated.**

Special Needs Students

Children with Special needs can excel at camp when in the right setting and with the right support. Play Loft wants all our children to be successful and recognizes that one size doesn't fit all. To address the needs of as many children as possible we have initiated the Personal Care Worker Program, where parents will be permitted to make arrangements to supply their own personal care worker for their children through an approved agency to join their child during day. Modified curriculum and hours may also be arranged where a parent is supplying a care worker. Care workers must supply a vulnerable person's police check and must take full responsibility for the care of and supervision of the participant.

Medication Policy

If your child needs to take any medication during camp hours, the medication must be delivered to the office to supervisor or assistant supervisor. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at the camp. For those campers requiring epi-pen, please provide just one, due to limited storage space we do not have room for multiple epi-pens. A medication consent form must be completed prior to the first day of the camp session, and the forms are available in the camp office.

Allergies

If your child suffers from severe allergies, diabetes or any other depilating condition, you must specify it clearly on the application form and allergy sufferers must also provide an Epi-pen and Benadryl to the office.

Illness

If your child has communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child, Play Loft does not provide care for sick campers. Please understand that the child may not return to camp until they are fever free for 24 hours and the same holds for children who have been vomiting or have diarrhea. Parents are to pick up their sick child or send an authorized person to pick up the sick child

within 30 minutes of notification. No refund or make-up days are available for sickness and vacations.

Nut Awareness

Play Loft is a nut free facility and we do not permit nut products on site. Any food or snacks containing nuts may be confiscated and replaced with a suitable snack at the parent/guardian cost.

Injury

If your child becomes injured at camp, you will be notified. All staff are certified in CPR and First Aid, there is a first aid kit located in each classroom and during outdoor time the teachers have a first aid kit with them at all times.

Sunscreen

Please provide sunscreen with the child's name on it either in their back pack or you can drop it off in the office. Staff will apply sunscreen twice per day but we encourage parents to apply sunscreen to their children before dropping them off in the morning.

Field Trip

Please note that there will be a scheduled field trip every Thursday of each week of the summer camp for the children between the ages of 4 years – 12 years. There will be an additional cost for the field trip and will be different each week based on the location selected. Parents will be notified the Monday of the new week about upcoming field trips and are required to sign a field trip permission form.

Snack and Lunch Procedure

For the duration of the day, children are provided with snack 2 times a day and are required to bring a packed lunch from home each day. Please understand that with the combination of weather and activities, it is very important that every camper eats something, it is the parent's responsibility to provide lunch that best fits the child and pack additional snacks if needed.

Lost and Found

Lost and Found bin is located in the back of the hallway and due to the large number of campers and the volume of items that are found not labelled, lost items are only kept for one week. Staff will encourage children to look through lost and found items before the end of each week.

Cell Phone, iPad and Laptop Policy

Cell phones are strictly prohibited at the camp. The use of iPad and Laptop is conditional if and when decided by the staff and will be informed to the parents. Electronics if brought into Play Loft must be labeled and left in the office and collected by the end of the day.

Bathroom Policy

Children are not permitted to go to the bathroom without a staff/teacher accompanying them.

Backpack Policy

Please check your child's backpack every evening to ensure that no one else's belongings accidentally ended up in your child's backpack. If this did happen please return lost items to the office the next day.

General Camp Rules:

When allowing your child to participate in Play Loft Summer Camp, the following policies must be followed:

- Your camper is a child who can and will participate in the program and is in good physical condition, unless otherwise communicated to the center in writing.
- A camper is expected to enter the camp at the beginning of the session and remain until the end of the session. No reduction in cost can be made for late arrivals, early departures, or missed days.
- It is agreed that the camper will cooperate and accept camp guidance in standards of behaviour.
- Day camp activities/ themes may be rescheduled, at the discretion of Play Loft.
- Rules for acceptance, participation in the Play Loft Summer Camp program are the same for everyone regardless of race, color, ethnicity, religion or sex.
- Please send children with appropriate clothing each day. In cool weather or rainy days, please send your child with a label jacket/sweatshirt
- Sneakers are a must! Children participate in many active activities and are prone to injuries without the proper foot attire.
- Play Loft is not responsible for personal items brought to the camp should they be misplaced or damaged. Parents who allow campers to bring items from home do so at their own risk.

Payment Policies

When registering for the camp, the following payment policies must be honored:

- The application for the camp will only be considered complete when a payment option is provided, a post-dated cheque for the 1st of the month for the week of the camp selected or credit card number. Failure to do so can't confirm a spot in the camp week.
- To receive full refund, a month's notice should be provided to Play Loft to withdraw from or change the summer camp weeks selected if still available.
- Summer receipts will be available to parents to pick up at the end of the week of each summer camp.