



(613) 464-2468  
director@maplekeydaycamp.com  
www.maplekeydaycamp.com

Dear Campers & Families,

Thank you for choosing to spend part of your summer with us! I hope that the information in this package will help you to get ready for camp. If you have questions, please call me at (613) 464-2468.

I hope to see you at our open house!

*Kristen Widenmaier*  
Camp Owner/Director

**Camper's Morning Prep List:**

- ✓ Eat a healthy breakfast
- ✓ Wear weather-appropriate layered clothing that you won't mind getting dirty
- ✓ Apply sunscreen

**Camper's Packing List:**

- ✓ A healthy lunch (see the campers section of our website for ideas, or take advantage of our optional lunch program)  
**\*Please Note: In consideration for campers with allergies, please do not send food containing nuts to camp.**
- ✓ sun protection (waterproof sunscreen & hat)
- ✓ proper footwear (socks & runners – **no flip-flops or crocs please!**)
- ✓ water shoes or closed-back sandals for water play
- ✓ an extra pair of socks
- ✓ a water bottle (refills onsite)
- ✓ a plastic bag, hand towel, change of clothing and/or swimsuit

\* **Please label** your child's belongings. We cannot be responsible for lost items, but we will do our best to return items that are labeled.

**Please leave at home:**

- ✓ jewelry and watches
- ✓ money and other valuables
- ✓ toys – especially electronics
- ✓ trading cards and other "fad" items
- ✓ cell phones and other communication devices (we have both a cell phone and a land line for emergency use at camp, so there is no need for campers to have these items)

\*Please Note: Inappropriate items brought to camp will be confiscated by the director and returned at the end of the camp season.

## **Theme Days & Special Events**

MKDC has special program days every Friday. Our “colour war” theme days occur on three of the Fridays. The themes will be revealed during a special “break out” activity the day before, at which time campers will also be sorted into teams. Campers are encouraged to come to camp on these Fridays dressed in the style of the theme and/or their team colour. Please check our website on Thursday nights for information about the theme.

We also have various special activity days and dress-up days on our schedule. These are indicated on our camp calendar.

## **Important Procedures**

### **Camper Drop – Off (7:30 – 9:00 am)**

Campers may be dropped off at camp no earlier than 7:30 am for extended care. Regular drop-off starts at 8:45 am.

When you arrive at camp in the morning, a staff member will be available to check-in campers. Campers must be checked in before parents leave the camp grounds - this helps us maintain a secure environment. If a camper requires any medication during the camp day, the medication and **written instructions** should be given to the staff member at this time.

Once campers have been checked in, they will join in our warm-up activities, also known as “flag time”.

#### **A note regarding drop off:**

We recognize that for our campers, especially the younger ones, the first day of camp can be exciting but also unfamiliar. We do everything possible to help our campers feel comfortable – this is our job, and we take it seriously. In our experience, campers do not adjust as easily, or bond with their counselors as quickly, when parents “stay to watch” after drop off. Please rest assured that if your child experiences serious difficulty in adjusting to camp, we will let you know immediately. If you are interested in getting to know our staff and experiencing our activities first-hand, please visit us for our Open House prior to the start of camp.

### **Camper Pick-Up (4:00 – 5:30 pm)**

Campers should be picked up by 4:15pm (5:30 pm for after-care campers). Campers will remain with their cabin group until an authorized person arrives to pick them up, and the staff on duty will bring your camper out to you. For safety reasons, parents are not permitted inside the building during pickup, and campers will not be released to anyone who is not listed on their registration form without prior written consent. Campers must be checked out with a staff member before leaving camp property. This is to ensure the safety of our campers, as well as providing an opportunity for camp staff and parents to share any important information.

### **Before & After Care**

Our extended care hours are offered to all families free of charge, however, advance notice is required to ensure that we have sufficient staff on duty during these hours. If you require extended care, please ensure that you have checked the appropriate box on the registration form, or let the director know in advance.

## **Late Pick-Up**

If for any reason a camper is not picked up before 5:30pm, the emergency phone numbers will be called and the designated individual will be asked to pick up the child. If camp staff are unable to reach someone to pick up the child, the police will be contacted and will take the child into custody.

## **Visits & Early Pickup**

We maintain a secure camp environment. For this reason, any visits to camp must be arranged with the camp director ahead of time.

If you need to pick your child up early, please let the staff on duty know during drop-off so we can have him/her ready when you arrive. In the case of an emergency, please call the camp director at (613) 464-2468. We may be too busy with campers to answer immediately but rest assured if you leave a message we will return your call promptly.

## **Frequently Asked Questions**

### **Q: Can my child be in the same group as his/her friend?**

A: Campers are grouped by age, so there is a good chance they will be in the same group as their friend. However, we feel that camp is an excellent place to foster new friendships and develop independence, and we make no guarantee that your child will spend the whole day with his/her friend. When we place the campers in teams for various events, our top priority is to make sure the teams are as equal as possible (for everyone's maximum enjoyment). For that reason, requests to be on the same team cannot be accommodated.

### **Q: What do you do when the weather gets really hot?**

A: We make every effort to prepare for the summer weather by including regularly scheduled rest, water breaks, and sunscreen checks throughout the day. Our afternoon programming (during the hottest part of the day) is designed to alternate between outdoor and indoor activities, and between high and low levels of activity. As a small camp we have the flexibility to adjust our schedule to suit the weather conditions, so on especially hot days we will spend additional time indoors.

### **Q: What happens if it rains?**

A: We have special rainy day programming prepared, so that rainy days will become a day full of surprises rather than a day to be dreaded. Depending on the weather conditions, we may spend some time outside even on a "wet" day, so please make sure campers come dressed for the weather.

### **Q: How do you handle discipline?**

A: We believe the best way to avoid inappropriate behavior is to plan an engaging program that keeps our campers so busy they have no time to act out. We also make our expectations clear from the start so that campers know what is acceptable. However, we have a policy in place for any problems that should arise:

- 1<sup>st</sup> Offense: Camp rules are reviewed with the camper.  
2<sup>nd</sup> Offense: Time out from activity.  
3<sup>rd</sup> Offense: Call to parents.

Since safety is always our first priority, we reserve the right to ask that a child not return to camp if we feel that he/she poses a safety concern for our other campers.

**Q: Can I extend my child's stay at camp?**

A: The ultimate compliment we can receive is a camper's request to come back for another week at camp. We will do our very best to accommodate requests for an extension, however, the more advance notice we receive the easier it is for us to make additional spaces available.

## **Camp Website**

[www.maplekeydaycamp.com](http://www.maplekeydaycamp.com)

Don't forget to bookmark our website! In addition to extra information about our camp, we also post photos daily in our photo gallery.

## **Camp Rules**

The safety and well-being of all of our campers is our first priority. Please review these guidelines with your child before coming to camp.

- ✓ Proper footwear (please see our packing list) is essential for camp activities. Campers who come to camp without proper footwear may have to sit out of some activities if camp staff do not feel it would be safe for them to participate.
- ✓ Campers are supervised at all times. They must ask permission before leaving their group for any reason.
- ✓ Foul or inappropriate language will not be tolerated.
- ✓ Camp rules and the rules for specific activities are designed with the safety of our campers in mind. Campers must follow instructions for all activities. Failure to follow instructions will result in a short "time out".
- ✓ The camp facilities are directly off of Wayside Drive. Campers are not permitted on the portion of the lawn closest to the road, and should never kick or throw any game equipment in the direction of the road.
- ✓ Medications may NOT be kept in the camper's possession at any time. If your child needs to take medication during the day, please leave the medication and written instructions with the camp director during drop-off. The only exceptions to this rule are epi-pens and inhalers, which **must** be carried on the camper at all times.
- ✓ Campers are expected to show appropriate respect for the staff, facility, equipment, other campers and their belongings at all times.