



# Parent's Summer Camp Guide 2017

**Welcome to the Merriam School of Music  
Summer Camp Program 2017!**

Thank you for registering in the Merriam School of Music Summer Camp Program. Our camp staff are working hard to create a fun and exciting camp experience. Our goal is to provide an environment in which the campers gain new skills, interests, meet new friends, and most importantly have fun!

We have put together this package of important camp information, reminders, and contact information to help you and your child with the transition into camp. Please take the time to read all the materials pertaining to your specific camp.

# Table of Contents

|                                    |         |
|------------------------------------|---------|
| What to bring to camp              | page 3  |
| Class size and instruction         | page 3  |
| Supervision                        | page 4  |
| Summer Camp Hours                  | page 4  |
| Arriving at camp                   | page 4  |
| Departing from camp                | page 5  |
| Extended Care                      | page 5  |
| Typical Day                        | page 6  |
| Friday performances                | page 6  |
| Outdoor time and inclement weather | page 7  |
| Modify Registration                | page 7  |
| Cancellations and refunds          | page 7  |
| Absences                           | page 8  |
| Medication                         | page 8  |
| Accidents and emergencies          | page 8  |
| Illness                            | page 9  |
| Allergies                          | page 9  |
| Snacks and Lunches                 | page 9  |
| Valuables                          | page 10 |
| Safety                             | page 10 |
| Discipline                         | page 10 |
| Communications                     | page 11 |

# What to Bring to Camp

## General:

- Backpack (if necessary)
- All campers must wear comfortable clothing.
- Extra clothing and appropriate shoes for outdoor play
- Water bottle (labeled with your child's name)
- Sunscreen and hat
- Snacks and a lunch (extra snacks if they are registered in the afternoon extended care)

## Camp Specific:

- Craft shirt that can get messy (Mini Music, Ready Set Action and Sing Dance Camps)
- Instruments:
  - Guitar camp - Guitar
  - Percussion camp - drumsticks/ear plugs
  - Rock Band Camp - electric bass/acoustic guitar
  - Woodwind camp - flute/clarinet/saxophone (Woodwind Camp)
  - Ukulele camp - ukulele
  - Violin camp - appropriate sized violin

**Note:** These instruments and materials must be purchased or rented before the start of camp.

# Class Size and Instruction

Class sizes range from 8 to 16 campers depending on age and program.

Our camp staff are carefully selected based on their experience, skills, enthusiasm and ability to work with children. All camp staff participate in a mandatory, pre-camp training program covering topics such as leadership, motivation, teamwork, parent feedback, policies and procedures as well as specifics about camp programs and management expectations.

All of our camp staff are certified in Standard First Aid and CPR C and have a clear Criminal and Vulnerable Sector Check.

Our high school volunteers must complete an interview with the camp director, have a clear Vulnerable Sector Check and attend the mandatory pre-camp training.

# Supervision

Your child is in a caring and safe environment. We guarantee the safe supervision of your child by having a 1:8 ratio between staff to camper. Our high school volunteers are not included in our ratios and offer extra supervision. Campers will use a 'buddy system' for washroom breaks with a staff or volunteer. Campers are supervised at all times during camp hours.

## Summer Camp Hours

**UPDATE:** Merriam Music Summer Camps run from 9:00am to 4:30pm Monday to Friday. Supervised extended care is offered between 8:00am to 9:00am and from 4:30pm to 6:00pm.

## Arriving at Camp

### Sign-in Procedures

**Monday morning sign-in:** Please follow the direction and signs to find your camp homeroom. Arrive early to allow time for registration process (sign-in, hand in waiver form, and double checking information). Sign-in takes place at 9:00am at your child's designated homeroom, unless you have prepaid for extended care (8am drop off in room 221). For safety reasons all campers must be signed in and signed out by parent/guardian. **Campers will only be allowed to leave with the person authorized to pick them up. Please note that authorized parent/guardian will be asked for ID upon pick up each day.**

### Late Arrivals

It is important that campers arrive each day by 9:00am as programming begins promptly at 9:00am. Should you arrive later than 9:00am you must report to the front desk and they will assist in locating your child's homeroom to be signed in with their camp leader.

# Departing from Camp

## Early Departures

Should you need to pick up your child early (before 4:30pm) please inform your child's camp leader during morning drop-off. Otherwise, you can contact the front desk at 905-829-2020 after 10am daily and they can inform the camp leader on your behalf.

## Sign-out Procedures

For safety reasons all campers must be signed out by a parent/guardian. Sign-out takes place at your child's designated homeroom at 4:30pm. Campers enrolled in the afternoon extended care will be dropped off by their camp staff in the extended care room after 4:30pm. Extended care fees will apply if your child is not picked up promptly by 4:30pm. **Campers will only be allowed to leave with the person authorized to pick them up. Photo ID must be presented by those authorized to pick up campers each day.**

# Extended Care

Summer camps run from 9:00am to 4:30pm. Early drop off is available starting at 8:00am each day and late pickup is available until 6:00pm. All extended care must be registered for in advance. Extended care campers must stay in the designated extended care room (room 221), where they will be supervised by a member of our camp staff. There are no structured activities during extended care, but rather campers have the opportunity to play with their friends using the variety of board games and activities provided.

**Morning extended care:** Campers may be signed in starting at 8:00am. Your child's camp leader will pick up their campers at 9am when regular programming begins.

**Afternoon extended care:** If your camper is registered in the afternoon extended care, they will automatically be taken to the extended care room (221) at 4:30pm. You must pick them up and sign them out from there. It is most important that if you are running late, you call the school at 905-820-2020.

**Morning extended care is \$5.00 per day. Afternoon extended care is \$10 per day.**

**\*\*Late fees will apply if your child is picked up beyond 6:00pm\*\***

## Typical Day

|                |  |
|----------------|--|
| 8:00am-9:00am  | Extended Care (pre-paid)   |
| 9:00am         | Sign In  |
| 9:00am-12:00pm | Camp specific activities (rehearsals, Studio A, Crafts, Outdoor time)  |
| 12:00pm-1:00pm | LUNCH - All campers eat lunch together in their homeroom between 12-12:30pm.<br>All campers relax to watch a movie together in Studio A between 12:30-1pm. |
| 1:00pm-4:30pm  | Camp specific activities (rehearsals, Studio A, Crafts, Outdoor time)  |
| 4:30pm         | Sign Out   |
| 4:30pm-6:00pm  | Extended Care (pre-paid)   |

## Friday Performances

All camps culminate to a final performance every Friday afternoon between 1:30-5pm. Your child's specific camp performance time will be indicated on your confirmation email. After your child's performance, you have the option to sign them out or leave them with the camp staff to continue watching the other camp performances until the 4pm pick-up time.

Purchase a professional quality video of your child's camp performance for an additional camp fee of \$50.00. Merriam School of Music students will have their camp performances included in the following year's video log (must be an active student at the time of distribution).

# Outdoor Time and Inclement Weather

Our camps take an outdoor break mid-morning and mid-afternoon. Mini Music campers play in the grass area in front of the school while the older children walk with the camp staff to Thorn Lodge Public School to play in their park. In the case of extreme hot weather, precautions will be taken to keep campers hydrated and in cool or air-conditioned areas where possible. On rainy or smog alert days, we will minimize outdoor time as necessary.

## Modify Registration

To make any changes with your original registration, please email us at [summer@merriammusic.com](mailto:summer@merriammusic.com) and inform us of the changes you require. All changes are subject to availability. If you want to add additional weeks to your registration, please go to [members.merriammusic.com](http://members.merriammusic.com) to register for the additional camp(s).

## Cancellations and Refunds

A full refund will be granted before April 30<sup>th</sup>, 2017 with no penalty. Starting May 1<sup>st</sup>, 2017 a percentage of your registration fee will be refunded if you wish to withdraw from camp:

- Over 4 weeks' notice before camp start - 75% refund

- Over 3 weeks' notice before camp start - 50% refund

- Over 2 weeks' notice before camp start - 25% refund

- No extended care and pizza refund beyond June 30<sup>th</sup>, 2017.

- No refund for any reason 2 weeks before your camp start date (including cancelling pizza/pita lunches and/or extended care).

All withdrawal and refund requests must be received in writing.

Merriam Music reserves the right to de-register a camper if she or he is deemed to be incompatible with the program. Please see the 'Discipline' section for further details.

Merriam Music reserves the right to cancel or combine individual camps if minimum registration is not achieved. A full refund will be issued in the event of a cancellation due to low enrollment.

In the case of the two-week musical theater camp, there are no refunds after auditions have taken place.

## Absences

If your child is going to be absent, please inform us by emailing the camp director at [summer@merriammusic.com](mailto:summer@merriammusic.com). Or call the school at 905-829-2020. No refunds will be given for days when a camper is absent and missed days cannot be made up. A refund due to medical reasons may be considered if a written request, accompanied by a doctor's note, is received within two days of the missed camp.

## Medication

If your child requires any prescription medications (including Asthma Inhalers) or carries an Epi-Pen, please fill out the Medical Information section on the registration form. All prescription medications must be turned into the camp supervisor at morning sign in. Prescription medications must be in the original pharmacy bottle, labeled with the patient's name and the physicians ordered dose on the bottle (e.g. pills in Ziploc bags are not accepted). Non prescription/over-the-counter medication, including vitamins and herbal supplements, will not be permitted.



Asthma Inhalers and Epi-Pens will be carried by your child. If you wish to discuss your child's medications or medical conditions in advance, please contact the Summer Camp Coordinator. Camp staff are not permitted to administer any medication except for Epi-Pen and/or inhalers with permission from the parent.

Merriam Music Inc. reserves the right to decide whether the camper should continue in the program or not when he/she is under any medical condition or special care needs. The decision will be made based on the available staff resources. You will be notified for any further arrangement.

## Accidents and Emergencies

If your child is injured, you will be contacted following notification of the appropriate emergency personnel. Camp staff will administer first aid and complete an incident report. In the event that neither the parents nor the emergency contact can be reached, the camp staff and supervisors will make decisions regarding further medical care, including admission to the hospital and necessary treatment. A waiver form was included in your confirmation email to allow the Camp Coordinator/Staff to authorize all procedures (including admission to the hospital and necessary treatment) in the event of an emergency. All of our camp staff are CPR and First Aid trained.



# Illness

If your child should become ill while at camp, you will be notified. We will ask you to pick up your child if they are not able to fully participate in the camp activities. For the well-being of all the children at camp we ask parents not to send their children to camp if they are not well and are not able to participate in all planned camp activities.

# Allergies

At Merriam Music, we are very concerned about food and other allergies that affect our campers and staff, particularly where exposure to certain foods can be life threatening. Please inform the camp staff of your child's allergies and/or dietary restrictions upon registration. Please note that the school has a 'NO NUTS' policy in effect.

# Snacks and Lunches

Please remember to pack lunches and snacks that will not spoil and a refillable water bottle as campers will be outdoors and active throughout the day. We ask that you do not send products containing nuts or that may contain nuts listed on the labels. Please remind your child that they are not to share any food with other campers. Adult supervision is provided for all campers over the lunch period and during breaks.

## Pizza Lunch

A pizza lunch is available for an extra fee of \$5.00/day Monday to Friday. This comes with 2 slices of cheese or pepperoni pizza and a juice box.



## NEW: Pita Pit Lunch

A healthy Pita Pit lunch is available on Wednesdays only.

Options (all include a juice box)

6 inch pita = \$5.50

9 inch pita = \$7.00

Gluten free pita = \$7.00

If you pre-paid for a Pita Pita lunch, an order form will be emailed to you. Please fill out your toppings request on the order form and return to the camp director via email/in person on the Monday of your camp week.

Campers will be eating their lunches between 12:00pm to 12:30pm. For the 2<sup>nd</sup> half of their lunch break between 12:30pm to 1:00pm, the campers have the opportunity to enjoy a movie on our Protron screen in Studio A. It's just like being in the theatres!

### Our camp is NUT-FREE.

**There are children attending our programs with nut allergies so please do not pack nut products. If nut products are brought they will be discarded immediately!**

## Valuables

Campers are asked to leave all valuables at home as Merriam Music will not be responsible for any lost or stolen items while at camp. Please label all clothing and belongings. Any items unclaimed by the end of the summer will be donated to charity.

Campers **MUST** leave the following items at home for safekeeping: Video games/electronics, money, toys from home, and anything you value and do not want others to use or get lost.

## Safety

For the safety of all our campers, the camp offers a low camper to staff ratio. All camp staff are required to wear their camp ID badges for easy identification. All of our camp staff are trained in First Aid and CPR C. All camp rooms are locked when not in use.

## Discipline

### **Behaviour Guidelines**

It is the goal of Merriam Music to provide a healthy, safe, secure and respectful environment for all campers and staff. All campers are expected to follow the behaviour guidelines and interact appropriately in a group setting. Please review the following Behaviour Guidelines and Program Rules with your child(ren). Your co-operation is greatly appreciated and will help provide a safe, fun, and respectful environment for all campers and staff.

### **Camp Behaviour Guidelines and Program Rules**

- Campers are expected to participate in all camp activities, follow the directions of

- the camp staff and stay with their camp group at all times.
- Campers must be respectful, honest and considerate of other campers, staff, volunteers and guests.
  - Campers must be respectful of Merriam School of Music property, property of other campers, staff or guests.

**If a child does not follow the behaviour guidelines, the camp staff will take the following steps:**

**1<sup>st</sup> occurrence** - Staff will redirect the child to more appropriate behaviour.

**2<sup>nd</sup> occurrence** -The child will be sent to see the Camp Coordinator or School Manager to be reminded of the behaviour rules and parents will be notified by way of an incident report or phone call.

**3<sup>rd</sup> occurrence** - Parent will be contacted immediately by the Camp Supervisor and asked to pick up their child.

Merriam Music Camps reserve the right to ask a parent to pick their child up early, temporarily suspend the child from the camp program or expulsion from the program in extreme cases **with no refund.**

The following are **zero tolerance** behaviour and will result in the **immediate suspension** from the camp program **with no refund:**

- Using profanity, vulgarity, obscenity or acting in a lewd manner.
- Use of alcohol or drugs.
- Verbal or physical abuse of other participants or staff.
- Stealing or damaging Merriam Music property or personal property of other campers or staff.

## Communications

### Electronic Mail

If you have any questions or concerns and would like to email the camp coordinator, feel free to do so at:

**[summer@merriammusic.com](mailto:summer@merriammusic.com)**

### Website

Please find more detailed information about our camps at:

**[members.merriammusic.com](http://members.merriammusic.com)**

### Contacting Your Child During Camp

If you have an emergency and need to contact your child during the camp, call the front desk at: **(905) 829-2020 DIAL 0**