WHAT YOU NEED TO KNOW

PROGRAMS RUN from Monday, March 14 to Friday, March 18, 2016

Class Size & Instructors

Classes are limited to 20 children. Staff ratios are 6:1 for 5 year-olds, 8:1 for 6–7 year-olds, and 10:1 for children 8 and older. Instructors hold degrees or diplomas and have professional and teaching experience. Instructor assistants are senior secondary school or university students who have extensive experience in educational programs. Each group also has two or more volunteers to provide additional support.

Entrance to the Museum is via the President's Choice School Entrance at the south side of the building. Go down the small set of stairs between the Museum and the Planetarium and through the first set of glass doors on the right. You will be greeted inside these doors.

Drop-off and pick-up: There is no parking available at the Museum. There is a school bus loading zone along Queen's Park on the east side of the ROM where you may drop-off and pick-up your children briefly. **Parking your car in this area and/or blocking the TTC stop are considered by the police to be parking violations and you may be ticketed.** The Museum assumes no responsibility for such violations nor can we assist you with parking tickets. The TTC also stops at our door on both subway and surface routes. Call 416-393-INFO for details.

Early Bird Films

Drop your child off between 8 am and 9 am for our free early bird films that are offered before official programming begins.

Daily Schedule

- MORNING PROGRAMS run from 9 am to 12 pm.
- AFTERNOON PROGRAMS run from 1 to 4 pm.
- MORNING combined with AFTERNOON PROGRAMS or FULL-DAY PROGRAMS run from 9 am to 4 pm (including a supervised lunch from 12 to 1 pm).
- There will be SUPERVISED MID-MORNING and MID-AFTERNOON BREAKS. Children should bring their own snacks and drinks. **NO NUTS PLEASE.**
- There will be a supervised one hour LUNCH BREAK for participants registered in the Full-day and Morning and Afternoon programs. Please pack a lunch from home. **NO NUTS PLEASE.**

Extended Care

4 to 6 pm: Extended care, consisting of relaxed, supervised activities, will be available for a limited number of children enrolled in afternoon or full-day options. It will be offered on a first-come, first-serve basis. Please consult the fee schedule and be sure to check off the appropriate section on the registration form.

Your Child's Safety / Pick-Up

Children MUST be picked up promptly after programs or extended care ends. Late fees apply.

Children are released only to people whose photo ID matches the name(s) submitted as authorized pick-up people. Names can be added to this list throughout the session.

We do not permit children to leave unattended. If your child is 11- 16 years of age he/she can leave on his/her own if he/she has a signed note from home noting permission for relevant dates.

Please provide a note if you know in advance if your child is going to be absent. **Call the ROMKIDS STUDIO HOTLINE at 416.586.8043 if your child is ill and will not be attending.**

Behaviour and Discipline Policy

At the ROM we believe every child has the right to a safe, enjoyable and educational experience in our programs. We therefore expect and encourage each participant to maintain a positive and appropriate level of conduct. Our staff and volunteers are respectful of the right of each child to be treated in a fair manner and wish him or her to be able to express themselves without fear of punishment or disapproval.

We take a stepped approach to discipline in proportion to the level of misconduct:

Minor Incidents (repeated interrupting, inattention): Dealt with by the instructor at the time of the incident. Usually the child is briefly withdrawn from the group and given a firm, friendly verbal warning.

Nuisance Behaviours (intentional interrupting, deliberate inattention): Child temporarily withdrawn from group and discusses behaviour with Coordinator.

Serious Misbehaviours (repeated nuisances, talking back, refusal to cooperate with group/instructor, roughhousing, pushing): Child discusses behaviour with Coordinator and prepares written action plan to remedy behaviour. Parents notified and involved in solving problem. If behaviour recurs child may be asked to leave program without refund.

Major Offenses (theft, vandalism, leaving group unescorted, verbal or physical abuse - especially that of a discriminatory nature): Child discusses behaviour with Coordinator. Parents notified immediately. Reparations to property made and police involved if necessary. Child may be immediately and permanently removed from the program without refund.

We will make every effort to work with children and parents to find a solution to behavioural problems whenever possible.
If your child has been identified as having a behavioural disorder (such as ADHD) we would appreciate a frank and confidential discussion with you to help find the best way to successfully integrate him or her into our program.

Our goal is to provide a safe, orderly and enjoyable environment for your child. Your cooperation with this behavioural policy will help us toward that goal. If you have any questions or concerns regarding this policy please contact me directly at 416.586.8043. Your continued support of ROMKids Programming is greatly appreciated.

Kiron Mukherjee
ROMKids Coordinator

Health Notification & Permission Form

The personal information contained on this form will be used to respond to medical and emergency situations, and is collected under the authority of the Royal Ontario Museum Act.

This form must be completed and submitted for each child prior to the start of their program. The form will be kept on file for the duration of the program, and a copy may be kept with the Program Instructor.

Child's Name: _____ Date of Birth: _____/_____/_____
(dd/mm/yy)

Parent/Guardian Names: _____ Emergency Phone: _____

Course/Session enrolled in: _____

Health Information:
Please provide detailed information, and describe the necessary action required in the event of a medical emergency or allergic reaction. In addition, please speak with the Coordinator regarding your allergies, medical conditions and necessary medication.

1. Allergies (e.g. foods, medications plants, animals):

2. Medical/Behavioural Conditions (*e.g. asthma, diabetes, epilepsy, heart disease, sight/hearing difficulties, ADHD, emotional concerns, developmental delays, learning difficulties etc.*):

3. Medication carried / treatment required (e.g. EPI pen, inhaler, Ritalin, etc.):

Permission for Treatment:
In the event of illness, injury or medical emergency, I hereby give permission to the ROM and/or its employees to administer medicine provided to the ROM or its employees, administer basic first aid, contact an emergency service (911), and/or, provided that where practicable, reasonable efforts are first made to contact me, to secure medical treatment from a physician selected by the ROM or its employees or transport my child to the nearest hospital.

I agree to release and indemnify the ROM and its trustees, officers, directors, employees and agents from any and all claim or loss resulting from medical treatment received by my child as result of a medical emergency.

Signature of Parent/Guardian _____ **Date:** _____

Note: The collection of this information is governed by the Freedom of Information and Protection of Privacy Act (FIPPA). Should you have any questions regarding privacy provisions, contact Kiron Mukherjee, ROMKids Coordinator 416.586.8043.

Fax completed form to 416.586.5562 or scan and email to programs@rom.on.ca

ROYAL ONTARIO MUSEUM

ROMKids HOTLINE
416.586.8043
or studio@rom.on.ca

Administrative Queries only:
416.586.5797
Follow us on Twitter: @ROMKids

Anaphylaxis Emergency Plan for _____

This person has a potentially life-threatening allergy (anaphylaxis) to:

PHOTO

(Check the appropriate boxes)

□ Peanut □ Tree nuts □ Egg □ Milk □ other: _____

□ Insect Stings □ Latex □ Medication □ other: _____

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked / bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector: Expiry Date _____/ _____

Dosage □ EpiPen® Jr 0.15 mg □ TwinjectTM 0.15 mg
□ EpiPen® 0.30 mg □ TwinjectTM 0.30 mg

Auto – injectors should be clearly labeled with child's name and carried on person *(in a fanny pack, EpiPen belt etc.)*

Location of Auto-Injector(s): □ carried on person □ spare in backpack

□ **Asthmatic:** Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

Skin: hives, swelling, itching, warmth, redness, rash
Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
Other: anxiety, feeling of "impending doom", headache

Act quickly. The first signs of reaction can be mild, but symptoms can get worse very quickly

1) **Give epinephrine auto-injector** (e.g. EpiPen® or TwinjectTM) at the first sign of a reaction occurring with a known or suspected contact with allergen. Give a second dose in 10 to 15 minutes or sooner.

2) **Call Museum Security 5555 or if outside the museum call 911.** Tell them someone is having a life-threatening allergic reaction. Ask them to send an ambulance immediately.

3) **Go to the nearest hospital**, even if the symptoms are mild or have stopped.

4) **Call emergency contact person.**

□ The undersigned parent, or guardian authorizes summer club staff to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. Please review Emergency Plan with your physician.
□ I give permission to distribute this form to attending ROM staff and volunteers.

Parent/Guardian Signature _____ Date _____

Fax completed form to (416) 586-5562 or scan and email to summerclub@rom.on.ca

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Pick-Up Permission Form

Please indicate ALL individuals who have permission to pick up your child from camp INCLUDING the parent/guardian(s) AND the person who registered the child if they are authorized for pick-up. Those picking up a child must have a valid piece of identification (driver's license, etc) to verify their name on the pick up list.

Children aged 11 years or older may leave on their own if a note is provided verifying permission to leave on a given day, or regularly if the box below has been selected.

Please note that anyone not on a child's pick-up list will not be able to leave with the child until someone who is authorized verifies them. Please help us minimize delays by ensuring that anyone who may pick up your child is included on the list below.

Additional people can be added once camp starts by contacting the office staff or speaking to your child's group staff.

Child's Name: _____

Course Registered In AM: _____ **PM**: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

☐ My child has **permission to go home on their own** each day after the end of the program.

Signature of Parent/Guardian: _____ **Date:** _____

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Consent Form

In consideration for my child's attendance at and/or participation in the Royal Ontario Museum (the "ROM") kids programs (the "Program"), I, the undersigned, hereby acknowledge and agree that my child is able to and will participate in the daily activities of the Program which include off-site excursions to, without limitation, other public museums, historic sites, conservation areas, public parks, the University of Toronto campus and sports facilities. I hereby consent to my child leaving the ROM premises, from time to time, on foot, by chartered bus or public transportation on the TTC (Toronto Transit Commission), as part of the Program without prior consultation with me.

I agree that the ROM and the University of Toronto and their respective trustees, officers, directors, employees and agents shall not be liable for any injury to my child or any loss or damage to my child's personal property arising from, or in any way resulting from, my child's attendance at or participation in the Program and hereby release and indemnify the ROM and the University of Toronto from any claims or damages arising from any such injury, loss or damage, unless such injury, loss or damage is caused solely by the negligence or wilful misconduct of the ROM or the University of Toronto, as applicable, or their respective trustees, officers, directors, employees, agents or independent contractors while acting within the scope of their duties.

I hereby consent to videos and/or pictures being taken of my child during the Program for purposes of promoting the Program or the ROM generally and grant permission to reproduce, publish, or otherwise use my child's photographic likeness for such purpose. No other personal identifying information (i.e. name/address) will be associated with the use of the photos or videos.

The collection of Personal information is governed by the Freedom of Information and Protection of Privacy Act (FIPPA). Should you have any questions regarding privacy provisions, please contact Kiron Mukherjee, ROMKids Coordinator, 416.586.8043.

Child's Name: _____

Signature of Parent/Guardian _____ **Date:** _____

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