

WHAT YOU NEED TO KNOW...

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.

Supervised morning drop-off: Summer Club Staff are available from 8:30 – 9 am at the school bus drop-off zone on the east side of the ROM on Queen's Park, and at the turnstiles in the Museum TTC Station to escort campers to their morning groups. Staff can be identified by staff shirts and badges.

Early Bird Films

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

Afternoon and Full-Day participants have a supervised lunch in Philosopher's Walk (weather permitting) behind the Museum. Children should bring their own bag lunches, drinks and snacks (NO NUTS PLEASE).

Holidays

Programs do not run July 1 or August 3, 2015.

Daily Schedule

- Programs are two weeks in length (one week during sessions 5 & 6), daily Monday to Friday.
- **MORNING PROGRAMS** run from 9 am to 12 pm.
- **AFTERNOON PROGRAMS** run from 1 to 4 pm (following a supervised lunch from 12 to 1 pm).
- **MORNING** combined with **AFTERNOON PROGRAMS** or **FULL-DAY PROGRAMS** run from 9 am to 4 pm (including a supervised lunch in the park behind the museum, weather permitting, from 12 to 1 pm).
- Supervised mid-morning and mid-afternoon **BREAKS** take place outdoors in the park behind the Museum, weather permitting.
- Children bring their own lunch and snacks. **No nuts please.**
- Typical daily programs begin with a visit to a Museum gallery that sets the context for a creative project or experiment in the Museum's studio, classrooms or labs.
- Busing is not available.

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. If your child is left beyond 6 pm you will be subject to a late fee of \$1.00 per minute.

Your Child's Safety / Pick-Up

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

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. Please telephone (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 416.586.5804. Your continued support of ROMKids Programming is greatly appreciated.

Sincerely,

Jovanna Scorsone
Manager, Children's and Family Programming

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 or injury, ROM staff will obtain the necessary medical attention for the child participant, which may include administering medicines provided by the staff, basic First Aid and transportation to the nearest hospital. I authorize the ROM to obtain medical attention, as stated above, in the case of illness or injury.

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 Jovanna Scorsone, Manager, Children's and Family Programming 416.586.5804.

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



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:



(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 Twinject™ 0.15 mg
 EpiPen® 0.30 mg Twinject™ 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 Twinject™) 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 _____

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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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