

WHAT YOU NEED TO KNOW...

Class Size & Instructors

Classes are limited to approximately 20 children. Children to 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. 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 am – 9 am at the school bus drop-off zone on the east side of the ROM on Queen's Park, and at the collector's booth in the Museum TTC Station to escort campers to their morning groups. Staff can be identified by staff shirts and badges. We highly recommend entering the Museum with your child on the first day of camp.

Early Bird Films

Drop your child off between **8:10 am and 9 am** for our free early bird films that are offered before official programming begins.

A supervised lunch is held in Philosopher's Walk (weather permitting) behind the Museum. The Museum does not provide food – children should bring their own bag lunches, drinks, and snacks (NO NUTS PLEASE).

Holidays

Programs do not run on August 1st, 2022.

Daily Schedule

- Programs are two weeks in length (one week during sessions 5), daily Monday to Friday.
- Camp runs from 9 am to 4 pm (including a supervised lunch and breaks in the park behind the Museum, weather permitting, from 12 to 1 pm).
- 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 studios, 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. 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.

General Health & Safety

- *Epi-pens, puffers, inhalers:* Campers who have prescribed epi-pen, puffers, or inhalers must bring it to and carry it on their person each day of camp. Please ensure that the Emergency Plan for medical emergencies has been filled out prior to arrival at camp.
- Medications are not to be given to campers by Staff. If your child requires medication during camp hours, please contact the ROMKids Office.
- *Communicable Diseases:* if your camper has a reportable or non-reportable communicable disease, please inform the Office as soon as possible and keep your child home from camp. These include: Pink Eye (conjunctivitis), Strep Throat, Chicken Pox, Flu, Lice, HFMD (Hand, Foot and Mouth Disease), Measles, coronaviruses (SARS, COVID-19, MERS), Pertussis (Whooping cough), Tuberculosis (TB), or other unlisted communicable diseases.

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- 14 years of age they can leave on their own if they have a signed note from home noting permission for relevant dates.

COVID-19 Policies

Vaccination

- To keep our camp and Museum community safe, it is strongly recommended that participants receive the vaccines available to them. All ROMKids staff and volunteers are required to be fully vaccinated.
- If you are interested in learning more about vaccines so you can make an informed decision, follow the links below:

[Vaccine Safety, Surveillance and Reporting](#)

[Vaccine Safety](#)

[Kids Health First](#)

Or call the Provincial Vaccine Contact Centre to speak with someone directly 1-833-943-3900). 7 days/week 8am-8pm.

If you would like to know where to get a vaccine:

[Getting the COVID-19 vaccine](#)

[How to book a COVID-19 Vaccine Appointment](#)

Masking

Summer Club is a mask-friendly space! Masking is highly encouraged for participants, particularly in indoor settings and crowds. Child and adult masks will be available on-site.

- Masking is mandatory:
 - 10 days after you test positive or show symptoms, or
 - are identified as a close contact of COVID-19, or
 - are unvaccinated and have travelled in the last 14 days as per Ontario guidelines: [Travelling during COVID-19 | ontario.ca](#)
- All ROMKids staff are required to wear masks indoors.

To learn more about masking, see the links below:

[Face coverings and face masks | ontario.ca](#)

[COVID-19 mask use: Advice for community settings - Canada.ca](#)

Screenings

- All participants are highly encouraged to [self-screen](#) prior to arrival at camp. It is not mandatory to send in your verification. If symptoms are displayed at home, do not come to camp.

Close Contact, Symptoms, & Positive Case

Please follow the links below if your child has been exposed to COVID-19:

[What to do if you've been exposed to COVID-19](#)

[COVID-19: How to Self-Isolate](#)

If symptoms of COVID-19 are present, assume that the participant might be contagious and stay home until symptoms have improved for at least 24 hours (48 hours for any gastrointestinal symptoms).

Symptoms include:

- Fever or chills
- Cough
- Shortness of breath
- Decreased or loss of taste or smell
- Two or more of the following:
 - Runny nose or nasal congestion
 - Headache
 - Extreme fatigue
 - Sore throat
 - Muscle aches or joint pain
 - Gastrointestinal symptoms (such as vomiting or diarrhea)

If symptoms are displayed at camp, the participant will be asked to wear a provided mask and moved to a separate room, supervised by their Assistant. A caregiver will be called to pick up the participant promptly.

If the participant has tested positive (+) for COVID-19
[COVID-19: What To Do If You Have COVID-19 – City of Toronto](#)

Upon receipt of positive result, the ROMKids Office may request documentation of your child's vaccination status to advise on government protocol and camp return procedure, and inform potential close contacts within the camp. Personal information (ie. name) surrounding positive test results will stay anonymous outside of the ROMKids Office.

Reporting a Positive (+) COVID-19 Case

If your child tests positive (+):

- Please phone 416.586.8043 or email studio@rom.on.ca and inform the ROMKids Studio as soon as possible for next steps.
- Follow isolation protocols as outlined [above](#).

Hygiene and Enhanced Cleaning

- Hand sanitizer will be available in all classrooms and around the Museum. If you do not want your child using alcohol-based hand sanitizer, please inform the staff in your child's group.
- Regular hand washing will continue.
- ROM continues to perform regular cleaning and sanitization of shared facilities.

Ventilation

ROM uses HVAC units to circulate air and MERV-14 rated filters that filter air at the same level that hospitals are designed to. ROM strives to ensure quality air circulation for all visitors and staff.

Behaviour, Discipline, & Safety Policy

At 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, consistent manner** and strive to create an environment where our campers are encouraged to **safely express themselves** without fear of punishment or disapproval. **We expect campers to act with empathy, respect their peers, and stay with a staff member at all times.**

We take a proportional, stepped approach to behaviour:

Minor Behaviour: Staff will try to ascertain why the behaviour is occurring with the child. Staff will gently remind the child about program expectations.

Repeated Minor Behaviour: Staff will speak privately with the child about their behaviour. Staff will try to collaboratively work out strategies for better cooperation with the group. A short, supervised cooldown period may be given to allow the child to regulate before rejoining the rest of the campers. Caregivers will be informed and asked to reinforce proper program etiquette and expectations at home with the camper. In cases of persisting behaviour, staff may temporarily bring the child to the Camp Office to discuss behaviour.

Serious Misbehaviours (refusal to cooperate, roughhousing, pushing): Child will discuss behaviour with Office Staff and prepare an action plan to remedy behaviour. Caregivers will be notified and involved. If behaviour recurs, the child may be asked to leave the program without refund.

Major Offenses:

To ensure a safe and enjoyable camp, we do not allow:

- Belittling or demeaning words, behaviour or actions,
- Discriminatory words or actions against protected groups (ie. 2SLGBTQIA+, race, gender, disability, ancestry, colour, creed, age, or any other identity),
- Theft,
- Unsafe behaviour to self or others, including physical altercations or violence,
- Prohibited items:
 - Inappropriate or offensive pictures/materials
 - Dangerous possessions (knives, weapons, alcohol, illicit drugs)
 -

If any of these occur at camp or any behaviour that is deemed greatly unsafe to the child, staff, peers, or Museum, the child will immediately be withdrawn from the group and discuss their behaviour with the Camp Directors. Caregivers are notified immediately. Reparations to property made and police involved if necessary. Child may be immediately and permanently removed from the program without refund.

Our camp believes all behaviour is communication, as such, we will make every effort to work with our campers and caregivers to find a solution whenever possible. If your child has known behaviour either due to a formal diagnosis or as part of their current stage in life, we would appreciate a confidential discussion in-person or over the phone to ensure your child is successfully integrated into our program.

Our goal is to provide a safe, orderly, and enjoyable environment for your child and their peers. Your cooperation with this policy will help us toward that goal. If you have any questions or concerns regarding this policy, please contact us directly at 416.586.8043 or studio@rom.on.ca. We are excited to have your child join our program!

Sincerely,

Kiron Mukherjee

ROMKids Manager & Camp Director

Alexandra Schnekenburger

ROMKids Coordinator & Assistant Camp Director

ROMKids and Royal Ontario Museum follow provincial health guidelines and reserve the right to update policies and programs as the COVID-19 situation evolves.

Health Notification, Accessibility & 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 the Royal Ontario Museum (ROM) kids program (the "Program"). The form will be kept on file for the duration of the program, and a copy may be kept with the Program Instructor.

General Information:

Child's Name: _____

Pronouns: _____ Date of Birth: ____/____/____ (dd/mm/yy)

Parent/Guardian Names: _____

Emergency Contact Name #1: _____

Emergency Phone Number #1: _____

Emergency Contact Name #2: _____

Emergency Phone Number #2: _____

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 Camp Staff regarding allergies, medical conditions, and necessary medication.

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

2. Medical (e.g. *asthma, diabetes, epilepsy, heart disease, etc.*):

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



ROMKids HOTLINE:
416.586.8043
studio@rom.on.ca

Administrative Queries Only:
416.586.8022
summerclub@rom.on.ca

Accessibility:

ROMKids is dedicated to creating an accessible and inclusive experience for all children. If you have questions about accessibility at Summer Club or are interested in extra support for your child, please contact Kiron Mukherjee, ROMKids Manager & Camp Director at 416.586.5636 or kironm@rom.on.ca (email is preferred at this time).

1. Does your child have a disability and/or require additional support (*ie. ADHD, Autism Spectrum Disorder, developmental disabilities, learning differences, anxiety, or other neurodivergence or disabilities*)?
2. Does your child use any assistive devices (*ie. mobility aids, prosthetics, hearing aids, etc.*)? If yes, do they require additional support?
3. Does your child take any medication for their disability? If yes, please list any relevant information regarding dosage, administration, and/or whether support may be required.
4. Anything else you would like us to know (*ie. support strategies, sensory sensitivities, food schedules, 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 & Camp Director, 416.586.5636.

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



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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 _____

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:** _____

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



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