

PREPARING FOR CAMP

Welcome to ROMKids Summer Club! We look forward to spending the session with your child. Please read the following information to help prepare you and your child for camp.

Daily Schedule

8:10 am - 9:00 am: Drop off and sign in at the President's Choice School Entrance.

9:00 am - 10:15 am: Lesson time with the instructor and gallery exploration.

10:15 am - 10:45 am: Break and snack time outside in Philosopher's Walk, weather permitting.

10:45 am - 12:00 pm: Work on art projects or science experiments in our learning labs.

12:00 pm - 1:00 pm: Time to fuel up for the afternoon. We'll have a supervised lunch outside in Philosopher's Walk, weather permitting.

1:00 pm - 2:15 pm: We will continue to explore the galleries and work through our activities.

2:15 pm - 2:45 pm: Second break and snack time outside in Philosopher's Walk, weather permitting.

2:45 pm - 4:00 pm: Time to wrap up all our work and prepare to go home.

4:00 pm: Sign out at the lockers.

4:00 pm - 6:00 pm: Extended Care.

Morning Drop Off

- Camp drop-off runs from **8:10 am to 9:00 am**.
- **Entrance to the Museum** is via the Presidents Choice School Entrance at the south side of the building. Go down the small set of stairs between the Museum and Planetarium and through the first set of glass doors on the right.
- Our team of Summer Club staff will be waiting along the Queens Park doors and in the Museum TTC station. They can escort your child into the Museum each morning. We strongly recommend entering with your child on the first day to ensure all health, pickup, and attendance details are accurate.
- If it is your first time attending camp, we suggest arriving earlier to allow your child time to acclimate to the environment and our staff.
- **Morning arrival movies** take place between 8:10 am and 9 am while campers arrive. Movies consist of National Film Board of Canada short films, educational documentaries, or previous camper video creations.

Snack and Lunch

- **Children must bring their own lunch and snacks to camp.** Please ensure you pack enough for a busy day of camp!
- Please note that we are a nut aware camp. **No nuts or foods containing nuts** (ie. Peanut butter, Nutella, granola, trail mix, etc.) are permitted at camp. If you are sending an alternate butter (ie. Wow Butter, Sun Butter), we kindly ask that your child be aware/for a note in the box/lunch bag informing of the alternate.

Pick-up:

- **Photo ID must be provided at pickup every day.** Camper sign-out will be at the cubbies through the Presidents Choice School Entrance doors each day.
- Please ensure that all possible pickup names are provided to your group/appear correctly on the attendance (including the person registering). If a name is not provided, the primary contact will be called for confirmation before your child is released to them.
- We do not permit children to leave unattended. If your child is 11-16 years of age, they can leave on their own with a signed note or parental/guardian signoff.
- Please note that pickup in the hallway can feel congested. We appreciate your patience during sign-out.
- Children must be picked up promptly after programs or extended care. Late fees apply.

Extended Care

- Extended care runs from 4:00 pm to 6:00 pm.
- Children can engage in relaxed play or a fun movie.
- A limited number of spots are available 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.

PLEASE NOTE: 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 Museum 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.

ROMKids Staff

- Children to staff ratios are 6:1 for 5-year-olds, 8:1 for 6-7 year olds, and 10:1 for children 8-years and older.
 - **Group Instructor:** Each group is run by a teacher that holds a degree or diploma in a related field and have experience working with children.
 - **Camp Assistant:** Assistants are senior secondary school or university students with extensive experience working with kids in educational settings. Each group has 1-2 assistants, who you will often see signing campers in at the locker or helping around camp in their colourful staff shirt.
 - **Volunteers:** Each group has two or more volunteers to provide additional support.

ROMKids Office Contact Information

Email: studio@rom.on.ca

Phone: (416) 586-8043

HEALTH AND SAFETY INFORMATION

Epi-pens, Inhalers, & Other Medications:

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 camp 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, Hand, Foot and Mouth Disease, Measles, coronaviruses (SARS, COVID-19, MERS), Pertussis (Whooping cough), Tuberculosis (TB), or other unlisted communicable diseases.

Symptoms to watch out for include but are not excluded to:

- Fever or chills, cough, shortness of breath, decreased or loss of taste or smell, runny nose or nasal congestion, headache, extreme fatigue, sore throat, muscle aches or joint pain, gastrointestinal symptoms (such as vomiting or diarrhea), itchy scalp or rash on body, red eyes, swollen lymph nodes.

If symptoms of a communicable disease are displayed at camp, the camper may be asked to wear a mask and moved to a separate, supervised room. A parent/guardian will be contacted immediately to determine next steps.

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.

Reporting a Positive (+) Communicable Disease 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.
- Upon receipt of positive result, the ROMKids Office inform potential close contacts within the camp. Personal information (ie. name) surrounding positive test results will stay anonymous outside of the ROMKids Office.

Vaccination

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

[Vaccines and Immunizations](#)

[Ontario's Routine Immunization Schedule](#)

[Vaccine Safety](#)

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

Masking

ROMKids camp is a mask-friendly space! Masking is recommended for participants who have or recently had a respiratory illness, particularly in indoor settings and crowds. Child and adult masks will be available on-site.

Ventilation

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

ROMKids and Royal Ontario Museum follow provincial health guidelines and reserve the right to update policies and programs.

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 always stay with a staff member.**

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, roughness): 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

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.):

Accessibility:

ROMKids is dedicated to creating an accessible and inclusive experience for all children. If you have questions about accessibility at ROMKids Camps 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.

Scan and email completed form to programs@rom.on.ca



ROMKids Main Office:
416-586-8043
studio@rom.on.ca

Registration Queries:
416-586-5797
programs@rom.on.ca

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^[1] 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.

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: _____

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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