

PARENT HANDBOOK



2019
#iLoveRiverwood

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The information in this Parent Handbook is accurate as of May 31, 2019. Riverwood Country Day Camp may make program and/or policy changes at any time.

Welcome to Camp Riverwood



Challenge, pride, success and fun are our goals for every child who joins the Riverwood camp family. We are thrilled with the dynamic programs we offer and the quality of our leadership. It continues to be a privilege and joy to create summer camp programs which sow the seeds of a lifetime of skills, rewards and friendships.

The Riverwood parent handbook communicates our commitment to great leadership, dynamic staff and outstanding programs. Riverwood is a “kids’ community” where the focus is on old-fashioned spirited camp fun. It is also a place where children can enhance social skills and build character traits – self-esteem, courage, respect for others and cooperation – as they move from childhood to their teenage years. We help build stronger, more caring, more competent and more self-assured children together with all the fun and laughter everyone expects from summer camp.

This year we have created a new program called Leaders of the Pack where campers are rewarded and recognized for their team spirit, leadership skills and love of all things camp. Leaders of the Pack encourages campers to explore new skills and passions all while helping them become more independent. With this new addition we seek to strengthen our Riverwood summer experience ensuring that every camper feels a part of our family, our Riverwood Pack. Panda’s, Tiger’s, Hawk’s and Mustang’s each will have their own pack leaders emerge every week.

Welcome to Riverwood. We wish your child a memorable summer!

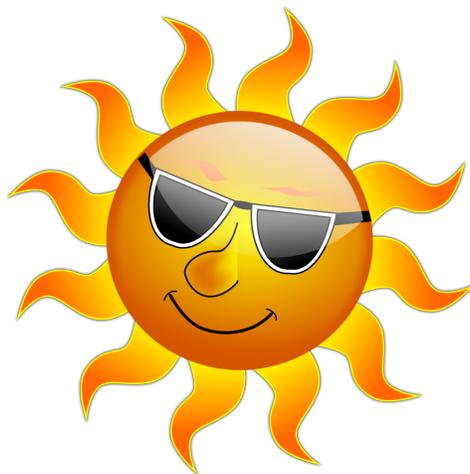


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Important Dates at a Glance

PARENT MEET & GREET:

Thursday, July 4th from 5:30-6:30 pm

A great opportunity for new and returning families to visit the camp, ask questions and understand how Riverwood really works! Directors, Unit Heads, Student Nurse, Admin and counselors will be there to answer questions and meet the campers.

FIRST DAY OF CAMP:

Monday, July 8th

CIVIC HOLIDAY: NO CAMP

Monday, August 5th





Camp Office and Contact Information

From September until June, the camp office, located in Markham, Ontario (see mailing address below) is open Monday through Friday from 9:30 a.m. until 4:30 p.m. **The first day of camp will be on Monday, July 8, 2019.** The office will be closed on Monday, August 5th for the Civic Holiday. During the camp season in July and August, the camp office is located at Petticoat Creek Conservation Area.

Hours: Monday through Friday from 8:00 a.m. until 5:30 p.m.

Phone: (905) 428-0042

Fax: (905) 887-1887

E-mail: info@campriverwood.com

July and August Location:

Petticoat Creek Conservation Area

1100 Whites Road S

Pickering, Ontario

L1V 6K7

Located at the South End of Whites Rd. in Pickering, Ontario

Location Map: <http://campriverwood.com/pdf/Map.pdf>

For directions to the conservation park please visit:

<http://www.CampRiverwood.com/pdf/directions.pdf>

All correspondence should be sent to our Mailing Address:

Camp Riverwood

11123 Kennedy Rd.

Markham, Ontario

L6C 1P2

Onsite & Offsite Locations

Entrance to Petticoat Creek Conservation Area

The front gate attendant at Petticoat Creek is aware that parents will be picking up or dropping off their children at camp from July 8 until August 30. As such, upon entrance just inform the front gate attendant that you are a parent/ guardian of a Camp Riverwood camper to gain entrance for a maximum of 15 minutes without paying any fees.

The camp office is located at the Lakeview Picnic Site. Follow the signs for Camp Riverwood or Lakeview Picnic Site. When picking up campers early, parents must park in the lot and walk across the field, directly to the office. When picking up campers at the end of the day, parents may park in the lot after 4:00 pm (after buses leave) and walk across the field to the carpool waiting area. From 3:00-4:00 pm, parents must park at the entrance to the lot to allow our buses to come through. This will be marked with pylons.

Offsite Rainy Day Locations

In the event of excessive rain during the camp day, Camp Riverwood has access to additional facilities near the camp where campers will continue to participate in camp activities. Transportation to and from these locations is provided by Stock and supervision is maintained by Riverwood Staff. Please see the section on “Out of Camp Rainy Day Trips” (page 20) for more detail. Regardless of whether, drop-off and pick-up will always be at Petticoat Creek Conservation Area. You will not have to drop-off or pick-up your child at any of our offsite locations.

Don Beer Arena—940 Dillingham Road, Pickering

Forest Brook Community Church—60 Kearny Drive, Ajax

Royal Canadian Legion Branch 258—45 Lawson Road, Scarborough

St Dunstan of Canterbury—56 Lawson Road, Scarborough

Offsite Optional Specialty Program Locations

Traditional Camp takes place onsite at Petticoat Creek Conservation Area. Please note below the optional specialty programs that take place offsite and their respective locations. All other optional specialty programs take place onsite at Petticoat Creek.

Baseball – Onsite and/or Dunmore Park

Golf – Carruthers Creek Golf and Country Club

Gymnastics– Scarborough Gym Elites

Horseback Riding – Stonewood Equestrian

Instructional Swim – Dunbarton Indoor Pool

Rock Climbing – Rock Oasis at Ajax Community Centre

Sailing – Frenchman’s Bay Yacht Club

Skatepark Adventures – McLean Community Centre, Ajax Community Centre or Pickering Recreation Complex

Tennis – Dunmore Park

Tumbling and Ninja- Ultimate Canadian Cheer



Riverwood 101

Our campers can't wait to step off the bus every day to the "kids' community" that we create for their exhilarating summer of discovery. Activities and facilities are age appropriate – all scaled to the size and capabilities of the campers who use them. Our counsellors and activity specialists are knowledgeable in their fields and know how to help campers have the most fun while realizing their highest individual potential. We help them set goals, accomplish, affirm, contribute and most importantly make friends. Whether its holding a camp wide theme program, or holding a little hand, we know what our campers need to feel worthwhile.

We have all the traditional camp activities like swimming, soccer, cooperative games, and arts & crafts. In addition, we offer popular and unique optional half-day specialty programs such as horseback riding, golf, tennis, crafty creations, tasty treats and more. These activities and others keep everyone on the move! What is amazing about Riverwood, however, is that we also coach friendship skills right along with all the fun programs at camp.

From our list of great camp activities, an exciting and different camp program is organized for children in each of our unit age groups. The Camp Riverwood program is a balance of organized structure and personal choice with the accent on personal development.

While we promote spirited participation, we carefully avoid excessive competition, and we emphasize personal pride and accomplishment. The goal of our summer adventure is for each camper to grow in knowledge, self-respect, self-esteem, skill development, leadership and cooperation.

Riverwood offers an enriched camp program under the direction and supervision of mature, well-qualified staff (many of which return year after year). It's a fun and exciting environment where the emphasis is on friendships and good times.

What to look out for in 2019



Leaders of the Pack

This year we have created a new program called Leaders of the Pack where campers are rewarded and recognized for their team spirit, leadership skills and love of all things camp. Leaders of the Pack encourages campers to explore new skills and passions all while helping them become more independent. With this new addition we seek to strengthen our Riverwood summer experience ensuring that every camper feels a part of our family, our Riverwood Pack. Pandas, Tigers, Hawks and Mustangs each will have their own pack leaders emerge every week!

Weekly Themes

Each camp week at Riverwood has been given a theme that activities, crafts and special guests have been planned around. Check the calendar on page 11 and 12 to check out our themes!

Morning and Afternoon Assemblies

To increase the feeling of Pack at Riverwood all of our campers will begin their day together with a fun morning assembly and end their day together with an afternoon assembly.

Tumbling and Ninja

Learn cool tricks, jumps, and have fun on the tumble track and on the floor. This indoor facility is also equipped with kids ninja elements where campers learn skills necessary to run, swing, vault, roll & climb! Ultimate Canadian Athletics teach this program.

Thursday Dress Up Days

We invite campers to participate in our weekly dress up days every Thursday (theme days below!). Costumes do not need to be fancy. Typically things found around home work well! Please remember to keep expensive or sentimental items of clothes at home.

July 11—YouTube / PopStar

There are so many YouTube Personalities and PopStars to choose from! Dress up as your favourite, such as Lilly Singh, Logan Paul, Justin Timberlake or JoJo Siwa..

July 18 – Wizards, Unicorns and All That’s Magic

Get your magic wand and wizard hat out! Campers can choose to dress up as Harry Potter, a magician, unicorn, mermaid or any other mythical creature!

July 25— Outer Space

Your camper could be an astronaut exploring the far reaches of space or an alien seeking to make friends. Have fun, get creative, no one knows what the velvety black beauty of Outer Space contains.

August 1—Yellow & Blue

Is your camper more a blue person or a yellow person? Have them dress up in their favourite or wear both all over!

August 8—SPORT JERSEY DAY

Are you a SUPERFAN? Show your support for Toronto’s best sports teams by wearing Raptors, Blue Jays, Argos, Maple Leafs or other favourite team jerseys, t-shirts or hats.

August 15—Animal Safari

Help us transform RW into an Animal Safari by dressing up like your favourite animal! Come as a lion, a tiger, or bear Oh My! A zebra, or elephant, a cow or pig. So many to choose from, the possibilities are endless!

August 22—PAJAMA DAY

Come to camp in your comfiest pajamas and join Riverwood’s Pajama Day! Just roll out of bed and head to camp. “Bed head” is encouraged!

AUGUST 29—Under the Sea

Ahoy there matey!! Whether your camper a pirate traveling on the water or the shark below help us transform RW into a sea adventure.

July Camp Calendar

Camp Riverwood - July 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	1	2	3	4	5
	NO CAMP				
Week 2	8 First Day of Camp! Music and Movement Week	9 Unit Shelter Decoration Party!	10 Bounce Dance Party	11 YouTube/Popstar Dress Up Day	12
Week 3	15 Magical Fantasy Week	16	17	18 Bob the Magician Soars into Camp Wizards, Unicorns and All That's Magic Dress Up Day	19
Week 4	22 Outer Space Week	23	24	25 Outer Space Dress Up Day	26 Bouncy Castle Low Gravity Party
<p>Visit Us On The Web Every Day Campriverwood.com for up to the minute information on everything that is going on at camp including Camp News, Photos and More!</p>					
<p>Special Event Theme of the Week Themed Costume Day</p>					

August Camp Calendar

Camp Riverwood - August 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	29	30	31	August 1	2
Week 5	Camp Colour Week		The Dye at Camp	#RWCampColourDay Dress up in Yellow and/or Blue	Colour-Splision Party! Let's Get Messy
	5	6	7	8	9
Week 6	NO CAMP	Survivor Competition Week	LTP Tree Top Trekking Trip	Sports Jersey Day	Survivor Competition Finales Skating Trip
	12	13	14	15	16
Week 7	Circus Week		Circus Juggler at Camp	Animal and Safari Dress Up Day	
	19	20	21	22	23
Week 8	Camping Week		Pawstively Pets Part 1	PJ Dress Up Day Pawstively Pets Part 2	
	26	27	28	29	30
Week 9	Oceans Week		Slip and Slide Water Party	Under the Sea Dress Up Day	Goodbye Party Last Day of Camp
<p>Visit Us On The Web Every Day Campriverwood.com for up to the minute information on everything that is going on at camp including Camp News, Photos and More!</p>					
					Special Event Theme of the Week Themed Costume Day

Initiatives That Were So Great We Just Had To Do Them Again!

Notes Sent Home By Email

We want to ensure that you and your child don't miss a single dress up day, extended night or fun activity on the bus! Every important event is on our website, so make sure you check in daily at www.campriverwood.com to be aware of all activities and programs going on at camp. All notices and letters will be e-mailed to you and posted on our website as well. Please check your settings to ensure that our emails ending with ...@campriverwood.com do not automatically go to your junk mail. If you would like to add an additional email address to our mailings, please email summer@campriverwood.com.

Give Us Your Feedback Anytime During The Summer

We always welcome positive and constructive feedback about your child's experience, counsellors or bus staff at any time throughout the summer. We appreciate your feedback: if you let us know about an issue or concern, we can address it in a most timely manner. Please either call the camp office or alternatively email summer@campriverwood.com.

Volunteer Opportunities for the LTPs

Our Leadership and Training Program for teens in grades 8 & 9 will continue to offer volunteer opportunities throughout the two week program. Some initiatives include performing fundraising initiatives or helping with a special needs child.

LTPs will be able to earn volunteer hours that will count towards their high school Community Involvement Hours (up to 12 hours can be earned).

How We Keep In Touch With Parents

Introductions From Our Staff

Prior to the start of camp, you will be receiving an introductory email from your child's Unit Head. A couple days before your child's first day, you will be getting an email from your child's counselors introducing themselves. This will include:

- Counsellor's name
- Your child's cabin number
- Your child's bus name
- Important information to help get your child ready for their first day at Riverwood

(Please note that this email will be in lieu of introductory phone calls—you will still have the opportunity to meet staff in person at our Meet & Greet on July 4th)

Although we do our best to try to keep counselors with their same campers throughout the summer, there are situations (i.e. not all staff are hired for the full summer) when staff switches occur.

Meet and Greet:

Thursday, July 4th from 5:30 until 6:30 p.m. Bring your children to meet the counsellors in their unit, specialty instructors, Directors, Unit Heads and look around the camp.

Notices and Letters

Paper notices can often get lost or arrive home wet in campers' knapsacks. Therefore, during the summer months all memos, letters, permission forms and other communications will be emailed to you. Please check your email settings to ensure that our emails do not automatically go to your junk mail. If you would like to add an additional email address to our mailings, please email summer@campriverwood.com.

How to Get in Touch with Camp

Keeping open lines of communication with our camp families is very important to us. Whether by phone, e-mail, bus mail or in person, we want you to feel comfortable asking us questions, sharing insight about your child or providing us with feedback. Please use the outline below as your guide:

By Phone...

- If you will be picking your child up early from camp
- If you are making any changes to your child's transportation
- For any registration inquiries/changes
- To speak to a Director or Unit Head
- To contact the Office or the Designated First Aid Provider/Student Nurse
- To report restrictions on your child's daily activities (eg. Child cannot swim today, child cannot participate in sports today, etc.)
- For anything **urgent!**

By Bus Mail...(see page 16)

- Payments of any kind
- Permission forms (day trips)
- Medication must be sent through bus mail

By E-mail...

- Please email summer@campriverwood.com to communicate with the onsite administrator for the following:
 - To pass on non-urgent information about your child
 - Lost and found inquiries
 - To inquire about camp programs, extended nights, theme days, etc.
- Please email your child(ren)'s Unit Head to communicate with your leadership team for the following:
 - To ask questions regarding your child's well being
 - To see how your child is adjusting to camp

UNIT HEAD EMAIL ADDRESSES

Pandas/Tigers Unit Head (Emily O.) and Assistant Unit Head (Michael P.) - junior@campriverwood.com

Hawks/Mustangs Unit Head (Jonathon G.) and Assistant Unit Head (Jenn B.) - senior@campriverwood.com

E-mails will be checked three times per day (prior to camp, mid-day and after camp). Once your email is sent you will receive an automatic reply letting you know that you should expect an informed reply by the end of the next camp day.

Please understand that the Directors' and Unit Heads' first responsibility during the camp day is the welfare of the children and the smooth running of the camp organization.

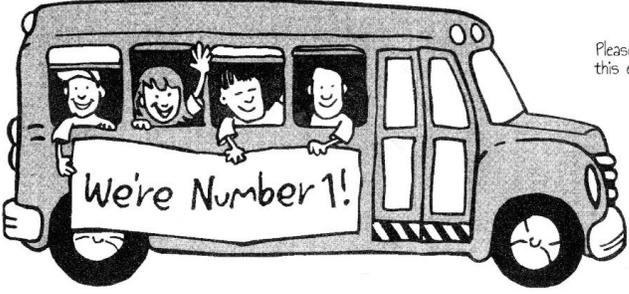
We encourage parents to visit our website often for information about camp events, program changes and up to the minute news.



Bus Mail Envelopes

A supply of Bus Mail envelopes will be handed out to you at the bus or at car pool on the first day. Our bus staff will be happy to deliver your mail to the Riverwood onsite office (example: notes, medication, extended evening permission slips, etc.)

You may request additional envelopes at any time from your bus captains.

<h1>Camp Riverwood</h1>  <p>Please deliver this envelope to the:</p> <p><input type="checkbox"/> Camp Office <input type="checkbox"/> Other Please Specify: _____</p>	
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Visit Us On The Web Everyday

www.campriverwood.com is where you will find information on everything that is going on at camp. Some of our featured pages include the **Camp News** with timely information about dress-up days, special camp events, etc.; the **Photo Gallery**, with many downloadable pictures of the camp season in action. The Photo Gallery can be seen at: www.campriverwood.com/photo-gallery/. Also be sure to check out our weekly blog to read about all of the amazing programs, activities, and theme days campers participated in.

Throughout the week we'll also be posting live updates to our Facebook and Instagram pages. Follow us on both for the most up to date information - [Facebook.com/ CampRiverwood](https://Facebook.com/CampRiverwood) and Instagram.com/CampRiverwood

Privacy Policy

Camp Riverwood has a strong commitment to ensuring the privacy and confidentiality of our camp families. Camp Riverwood only collects and retains personal information with your knowledge and consent. Personal information is collected in order to properly serve and meet the needs of our campers and their families. Such information is collected through the following:

- Application Form
- Camper Information Form
- Camper Health Form
- Transportation Options Form
- Camp Waiver Forms
- Extended Evening Program Form
- Camp Surveys & Questionnaires
- Other forms through the camp season

All personal information is stored and locked in filing cabinets, and computer access is protected through the use of secure databases and passwords. Employees are made aware of the importance of maintaining the confidentiality of your personal information. Details about your personal information are not shared with any third parties except if required to do so by law or in the belief that the information is necessary to ensure the camper's health, safety and well-being.

If you require additional information about Camp Riverwood's policies and practices relating to the management of your personal information, please contact Phil Faibish , our privacy information officer.

Camp Lingo

RW:	Camp Riverwood
Unit:	Units are divided by grade levels. A Unit is comprised of several groups or cabins of children.
Cabin:	Small group of campers, all girls or all boys or co-ed who stay together as a group every day with their counselors.
Associate Director (AD):	Supervisor that ensures the efficient running of the camp.
Program Director (PD)	Assistant Supervisor that ensures the efficient running of the camp.
Unit Head (UH):	Supervisor of particular Unit(s).
Assistant Unit Head (AUH):	Assistant Supervisor of particular Unit(s).
Pandas:	Panda Unit, campers completing Nursery, Junior Kindergarten, Senior Kindergarten. Cabins are co-ed.
Tigers:	Tiger Unit, campers completing Grade 1 or 2. Cabins are gender specific.
Hawks:	Hawk Unit, campers completing Grade 3 or 4. Cabins are gender specific.
Mustangs:	Mustang Unit, campers completing Grade 5, 6 or 7. Cabins are gender specific.
LTP:	Leadership Training Program for campers completing Grade 8 & 9. Cabin is co-ed.

- Junior Shelter:** Meeting area for Panda and Tiger Units.
- Senior Shelter:** Meeting area for Hawk and Mustang Units.
- Costume Theme Days:** Themed dress up day every Thursday.
- Bus Captain:** Staff person responsible for taking attendance, organizing activities and act as a liaison with parents at each bus stop.
- Bus Crew:** Staff on the bus who are there to assist the bus captain with designated duties.
- Carpool Campers:** These children are driven to and from camp everyday via their own transportation.
- Extended Care Campers:** These children are driven to and from camp and arrive early in the morning (8:00 a.m.) or get picked up late in the evening (5:30 p.m.).

Out of Camp Trips on Rainy Days



Riverwood has two open-air shelters right on our campsite in the event of inclement weather. In addition, our program staff has available to them a variety of additional facilities near the camp. These facilities provide our staff with extra possibilities when planning successful rainy day activities for some of our camp groups.

Transportation to and from these activity areas is provided by Stock and supervision is maintained by Riverwood staff.

Out of Camp Trips due to inclement weather will be posted on our website to inform parents the offsite location that will be used. **Morning arrival and afternoon dismissal will ALWAYS be done from Petticoat Creek Conservation Area.**

If for any reason, you do not want your child to participate in any or all rainy day field trip locations, please send an email to summer@campriverwood.com or place a note in a Bus Mail envelope detailing your restrictions.

Rainy Day Offsite Facilities

Don Beer Arena

940 Dillingham Rd., Pickering

Major Intersection: Brock Rd. and Bayly St. in Pickering

Forest Brook Community Church

60 Kearney Dr., Ajax

Major Intersection: Kingston Rd. W. (Hwy 2) and Church St. N.

Royal Canadian Legion Branch 258

45 Lawson Road, Scarborough

Major Intersection: Hwy 2A and Lawson Road

St. Dunstan of Canterbury

55 Lawson Road, Scarborough

Major Intersection: Hwy 2A and Lawson Road

Recreational Swim At Camp

Each day campers are offered a recreational swim period either at the swimming pool, splash park or wading pools (for nursery, kindergarten and 6 year old aged campers).

Recreational swim periods will be held onsite at Petticoat Creek Conservation Area Pool and Splash area.

Note: Panda campers (JK and SK) participating in ANY optional specialty programs will miss recreational swimming. However, please still pack a bathing suit daily as campers participate in water games during the day.



NOTE: When absent, call Stock at 1-800-889-9491 before 7:45 a.m. to notify the bus that your camper(s) will be missing a day of camp and email the camp office at summer@campriverwood.com

All About Busing

Please download the camp bus schedule below for more information about a.m. and p.m. bus pick up and drop off locations and times.

<http://www.campriverwood.com/2019bus>



Note: The camp office will email you with more approximate times for pick up and drop off prior to your camper's first day of camp. This schedule is subject to change at any time.

General Bus Info

- All buses are identified by animal names (e.g. Koala Bus, Raptor Bus, etc.)
- Expect some delays the first few days of camp in the morning and afternoon.
- Campers arrive to camp at approximately 9:00 a.m. and in the afternoon the buses leave camp at approximately 3:55 p.m., please ensure someone is waiting for you camper(s) at the drop-off location
- Camper bus names and routes may change from one week to the next, however we do avoid this when possible. We will notify you of any changes.
- Bus mail envelopes will be provided to you on the first day. Use them to send messages to the camp office, First Aid Provider or Unit Heads.
- Every bus is staffed with a Camp Riverwood Bus Captain and Bus Crew to ensure that your child has a safe and fun ride to and from camp. Our bus captains and bus crew are responsible for the safety and welfare of all the children on the bus. They assist campers on and off the bus, take attendance, and supervise safety on the camp buses.
- For your child's safety, our staff have been instructed **NOT** to accept any verbal instructions regarding transportation changes. Any non-urgent changes should be sent in writing by e-mail to summer@campriverwood.com or through bus mail. For immediate or urgent changes please call the camp office.

Text Messages

The camp will send a text message to parents whose child(ren) travel on the bus when the camp has learned of a significant delay on route.

Pick-Up Authorizations

- Bus Captains are **required to check Photo IDs** prior to releasing your child at the end of EACH AND EVERY DAY. Your cooperation is much appreciated. You may also take a photograph of your driver's license on your smartphone for easy reference.
- Only individuals with authorization will be able to pick up your child(ren) from the bus stop or at camp. If you would like to add an additional person(s) to the list, please email summer@campriverwood.com.

Bus Activities

The fun begins each morning when campers board the buses! Bus activities and camp wide bus programs such as 'PopStars', 'Jersey Day' and 'Animal Safari' are a few of the special programs that make the trips to and from camp more enjoyable.

Bus Safety

- Please make sure campers are not sitting on the curb while waiting for their bus
- Upon arriving at camp, campers will be assisted to their appropriate areas
- Eating is **not** allowed on the bus
- Only water is allowed on the bus
- Juice or pop are **not** allowed on the bus as they attract bugs and wasps
- PLEASE be at the bus stop 5-10 minutes prior to the scheduled time (both morning and afternoon) to minimize delays.

Bus Staff

- Bus captains are in charge of the organization, safety, activities and cheers on the bus. They are there to ensure that the bus ride is safe and fun.
- Bus captains are not permitted to take verbal messages, please use bus mail, email or call the camp office.
- ***Bus captains are instructed to check Photo ID every day prior to releasing campers at all stops***
- Bus drivers are responsible for driving the bus safely.



Providing Your Own Transportation

Campers should be dropped off at Petticoat Creek Conservation Area at the Lakeview picnic site car loop between 9:00 a.m. – 9:10 a.m. and campers may be picked up between 4:00 p.m. – 4:10 p.m. We kindly ask that when driving into Petticoat Creek, you wait in line to check in with the front gate attendant at all times and adhere to the speed limits set out in the park. We also ask that you say a quick goodbye inside the car, and that you not get out of your vehicle. This makes it easier on the children and allows us to keep the loop running smoothly. In the event that there is a line-up of cars, please do not pass anyone on the inside as it presents a safety hazard.

Upon arrival, there will be a carpool staff to receive your child. Please do not walk your child to their meeting area. Upon arrival to Petticoat Creek Conservation Area, please advise the attendant at the front gate that you are dropping off or picking up your child at Camp Riverwood and you will be allowed entry to the park facility for 15 minutes without paying any fees. If there is more than one person dropping off or picking up your child(ren) at camp, please advise them of the above procedure.

Parents **must show photo ID** prior to signing their child out each day. In order to ensure the safety and well being of your child, during the registration process, you have already provided the names of persons authorized to pick up your child(ren) from camp. If you would like to add an additional person(s) to this list, please email summer@campriverwood.com.

Please call the camp office should you have any questions. If someone else is authorized to pick up your child on any given day, please make them aware that they will also have to present a photo ID. If no photo ID is provided, the child will not be released.

Procedures for Late Arrival or Early Pickup

If your child arrives late to camp or you need to pick your child up early, please ensure that you visit the onsite camp office to check in your child. Parents dropping off late or picking their child up early **MUST** check in and out of the camp office.

Please notify the camp prior to 11:00 a.m. on the day in which you need to pick up your child early from camp. **Note that valid photo ID must be presented prior to signing the child out.** In order to ensure the safety and well being of your child, please provide a list of people that you authorize to pick up your child, including the full names of parents. If someone else is authorized to pick up your child on any given day, please make them aware that they will also have to present photo ID. If no photo ID is provided, the child will not be released.

Pick up and drop off takes place at Petticoat Creek Conservation Area (PCCA) at the Lakeview Picnic Site. Please visit: www.campriverwood.com/pdf/Map.pdf for details of our private use campsite at Petticoat Creek. For directions to the conservation park please visit: <http://www.campriverwood.com/pdf/directions.pdf>

Before and After Camp Care

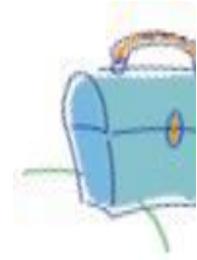
Camp Riverwood offers two additional programs to help working parents. The first is our before camp care program where campers can be dropped off as early as 8:00 a.m. The second is our after camp care program which allows campers to remain at camp until 5:30 p.m. Both these programs offer supervised activities by our staff. Additional fees apply to these optional programs. **Should parents arrive later than 5:30 pm they will be billed a 'late-fee' of \$1.00 per minute per child for the first 10 minutes then a \$2.00 per minute fee will be applied after 5:40 pm.**

We kindly ask that when driving into Petticoat Creek, you wait in line to check in with the front gate at all times and adhere to the speed limits set out in the park.

Drop off and pick up shall be at Petticoat Creek Conservation Area at the Lakeview Picnic Site. Please visit <http://www.campriverwood.com/pdf/Map.pdf> for details of our private use campsite at Petticoat Creek.

For directions to the conservation park please visit:
<http://www.campriverwood.com/pdf/directions.pdf> or on [google maps!](https://www.google.com/maps)

Lunches



Parents send a lunch to camp and extra snacks as desired. Campers' lunches are not refrigerated at camp. As a result, lunch boxes or thermal lunch bags must include an ice pack to keep the lunch fresh. The hard plastic ice pack is preferable over the soft pliable type, as a child cannot bite into it. As an alternative to ice packs, parents can substitute a frozen tetra-pak juice box.

Please note that our Nursery, JK and SK campers have snack breaks in both the mid-morning and mid-afternoon. Parents should pack healthy light snacks for these scheduled breaks. Older campers will be given snacking opportunities throughout the camp day.

Note: For safety reasons, food cannot be eaten on the camp bus. However, water can be consumed when the bus is at a complete stop (example: when a bus is stopped at a red light). Juice and pop are not allowed on the bus as they can attract bugs and insects.

All campers should bring a labelled reusable water bottle every day.

We are thrilled to partner with Kid's Kitchen again this year to offer an optional hot lunch catering service to campers. Over 15 entrée menu options are now available everyday, including Salisbury steak, chicken fingers, perogies with sour cream, grilled cheese and more! Campers can register for the whole week or alternatively on a daily basis. There is no minimum order. Choose as many or as few items as you want. Lunches will be ordered and paid for directly through Kids Kitchen. You will be receiving an email in June to order and choose your lunch options.

Optional lunch service does not include mid-morning and mid-afternoon snacks.



Peanut, Nut & Other Life-Threatening Allergies

Our policy with respect to keeping our allergic campers safe is drawn from Anaphylaxis Canada's resources for schools and camps.

Camp Riverwood is a "peanut and nut safe/peanut and nut aware" camp. Camp Riverwood is not a 'Peanut/Nut free' camp. We simply cannot have absolute control over the contents of lunches and snacks that campers and staff bring to camp each day. It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the Camp Director in writing of their child's allergy.

Allergen Awareness / Allergen Avoidance

The question of banning food at day camp is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic camper and his family, in the case of a young anaphylactic child, the camp community must also be aware. In our camp, the significant allergies are to peanut and nuts. There are allergies to other foods and insect/wasp stings as well.

We are appealing to the camp community to keep peanut butter (in particular) and other peanut/nut products out of the camp. Parents must never send to camp food to share with other children. In short, the risk of accidental exposure to a food allergen has been diminished although it can never be completely removed.

READ THE LABELS! Canada food products must include allergy caution notes. If the product says "May contain nuts, peanuts, tree nuts" it is not allowed at camp. If the product does not have a caution note on the nutrition information it is safe (International foods do not have the same nutrition fact laws and therefore may not be safe. Read the ingredients to be certain).

Given that anaphylaxis can be triggered by minute amounts of allergen in food, anaphylactic children must be encouraged by their parents to follow certain guidelines:

- To eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents.
- Wash hands before eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a table or picnic table.

Treatment Protocol

- **An individual treatment protocol needs to be established by the camper's allergist.**
- The camp cannot assume responsibility for treatment in the absence of such a protocol.
- A copy of this should be present in the First Aid Office along with a photo of the camper.

We have adopted the policy of not serving peanut or tree nut products on camp extended evening programs and out-of-camp trips.

Parents that have a child(ren) with peanut, nut, and/or other life threatening allergies must complete the Anaphylaxis Emergency Plan Form which can be found at www.campriverwood.com/forms

Children with peanut and other life threatening allergies who require an EpiPen **are required** to bring two to camp. It is **mandatory** that the child must carry one with him/her in a waist pouch at all times and a second one is to be held by the designated first-aid provider and/or camp administration at our on-site summer office.

Required Camp Forms

All camp forms should be submitted to the camp office as soon as possible, but no **later than June 30th**.

Please go to our 2019 Online Forms page on our website to complete the forms in List "A" below using the following link: <http://www.campriverwood.com/forms>. You will need to enter your Family ID on many of the forms. Your Family ID was sent via email. If you have misplaced this email please call our camp office.

List "A" - To Be Completed Online

- Health Certificate [and Anaphylaxis Emergency Plan](#)
- [Camp Clothing Label Order](#)

The forms in **List "B"** below are to be *printed, completed* and *faxed* or *mailed* to the camp office (only if applicable). All forms in List "B" can be found at <http://www.campriverwood.com/forms>

List "B" - To Be Completed Online and Mailed/Faxed/Scanned to Camp Office

- Parental Authorization to Administer Medicines at Camp (only if camper requires medication)
- [Tennis Waiver Form](#) (only if applicable)
- [Tumbling and Ninja Waiver Form](#) (if applicable)
- [Horseback Riding Waiver Form](#) (only if applicable)
- [Horseback Riding Assessment Questionnaire](#) (only if applicable)
- [Instructional Swim Assessment Form](#) (only if applicable)
- [Rock Climbing Waiver Form](#) (only if applicable)

Waivers - Applicable to List “B” above

Please note that if your child is registered in any of the above optional specialty programs, we must receive a signed waiver form prior to the start of your child's camp session. Your child will **NOT** be able to participate in the program until a signed waiver form is received.

The information in **List “C”** below is important camp information for you to keep at home for easy reference and can be found at www.campriverwood.com/forms

List “C”

- [Parent Handbook](#)
- [Location map at Petticoat Creek Conservation Area](#)
- [Fridge Memo](#)
- [Notice to Campers Enrolled in the Babysitting Course](#)
- [Notice to Golf Campers](#)
- [Notice to Campers Enrolled in Instructional Swim](#)
- [Notice to Skatepark Adventure Campers](#)
- [Notice to Multi-Sport Campers](#)
- [Notice to Baseball Campers](#)
- [Notice to Soccer Campers](#)
- [Notice to Sailing Campers](#)
- [Horseback Riding - General Information Sheet](#)

Fridge Memo

STICK ON FRIDGE FOR QUICK REFERENCE

Camp Phone: 905.428.0042

Stock Transportation: 1.800.889.9491

Camp Dates: Monday, July 8 to Friday, August 30, 2019

There is no camp on:
Civic Holiday - Monday, August 5, 2019

When Absent Call The Camp Office & Bus:

If your child will be absent from camp, please call the camp office and the bus(stock transportation) before 8:00 a.m.

Directions To Camp Riverwood:

We are located at Petticoat Creek Conservation Area (PCCA) in Pickering. PCCA is on Whites Rd. approximately 2 km south of Hwy 401. Our private use site at PCCA is at the Lakeview Picnic Site.

Riverwood Country Day Camp

Mailing Address: 11123 Kennedy Road, Markham Ontario L6C 1PC

Parent Notes:

Absences

All parents must call the camp office at **(905) 428-0042** before 8:00 a.m. to let us know if your child will be absent on that day. Refunds or credits are not given for days missed.

If your child(ren) travel to camp by bus and will not be at camp you must call Stock at 1-800-889-9491 before 7:45 a.m.



Custody Concerns

In cases of separated or divorced parents where visitation rights and/or access are denied or restricted to one parent, we must have court or separation documents on file. Without a signed court order, staff will be required to release the child to either parent.

What to Wear, What to Bring

Special camp clothing is not required for the traditional camp program. There may be some clothing and equipment requirements for some of the optional speciality programs (please see below for more details). Please remember to clearly label all items (including towels, goggles, water bottles, shoes, etc.) with first and last names in order to help us return lost items to you.



To order personalized Camp Riverwood stick-on labels for your child(ren), please call the Camp Office 905-428-0042. Machine washable and dishwasher safe. \$16.00 + HST for a set of 52 labels.

What to wear:

- Shorts or Pants
- T-shirts or tank tops
- Sun hat!!
- Bathing suit under clothes for swim (cuts down on changing time)
- Sunscreen!! (Make sure to apply every morning before camp)
- Running shoes/sneakers (Crocks with straps are okay to wear but not recommended, but **flip flops are not allowed at camp.** Running shoes must also be packed for certain sports activities)
- Rain boots on very wet days
- **Long sleeve shirt/sweater** (there is always a cool breeze in the morning and often throughout the day as we are near the lake)

What to pack:

- Bathing suit and towel
- Goggles for swimming
- Bag for wet clothes (and to carry items to the pool; sinch bags are great)
- Underwear
- Full extra set of clothes in a ziplock bag (for Pandas)
- Foldable rain jacket
- Hand sanitizer (Optional)
- Snacks (for morning and afternoon), including campers that are on the Hot Lunch Program
- **Labelled Water bottle (A MUST!!)**
- Ice pack in lunches
- **Labelled sunscreen (A MUST!!)**
- Labelled Bug spray (Optional)

What not to bring/wear to camp: *(even on dress up days)*

- Peanut or nut products (any food items that contain or may contain peanut or nut products)
- Toys, stuffed animals
- Valuables, jewellery, hanging earrings
- Expensive/designer clothing (some of our paints do not always come out completely in the wash)
- Trading cards/Playing cards
- Sandals, flip-flops
- Glass bottles
- Aerosol sprays (i.e. Insect repellent, sunscreen, deodorant)
- Umbrellas



- Cell phones, iPods and other electronics are **not** permitted either on the bus or on camp grounds – if used, they will be taken away from the camper and returned upon their arrival at home
- Roller blades, skateboards (unless enrolled in the sports program)
- Money

Additional Notes by Unit:

For Pandas (Nursery, JK and SK):

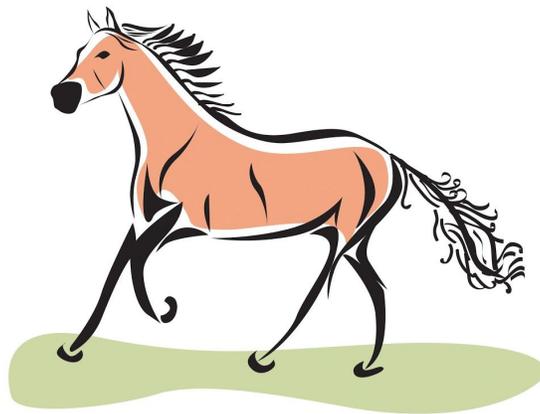
- Pack a reasonably sized lunch – 1 lunch choice and 2-3 snacks are sufficient. Too much choice can be overwhelming.
- Velcro running shoes are preferred
- Blankies and special comfort toys are best left at home since they will likely get dirty and may be forgotten at camp.
- Campers should wear their bathing suit to camp, as they swim in the morning
- Pack a labelled ziplock bag with an extra set of clothing (shorts, t-shirt, underwear, socks). This will be kept in their bag until used. Soiled items will be returned with a note requesting a new set of clean clothes.
- Sinch bag (or extra bag) to carry items to and from the pool area

For Tigers/Hawks (Grade 1-4)

- Remember to send 2-3 snacks!
- Running shoes are necessary for many activities. They should either be worn or packed in their knapsack.
- Sinch bag (or extra bag) to carry items to and from the pool area

For Mustangs (Grade 5-8) & LTPs (Grade 8 & 9)

- Proper running shoes are mandatory (no backless sandals or flip flops please)
- Bring a bathing suit and towel
- Lunch, water bottle and snacks
- A notebook and pen/pencil (LTPs only)
- Cell phones **MUST** be put away and **NOT** used at camp (including on the bus)
- Deodorant (optional)



Optional Specialty Programs:

If your child is participating in an optional specialty program, we ask that they come to camp in the morning dressed with the appropriate clothing as ALL optional specialty programs take place in the morning. Running shoes are required for **ALL** Sports Optional Specialty Programs.

- **Babysitting Course**—A cabbage patch doll or any doll of similar size
- **Baseball**—Running shoes and glove are required.
- **Golf**—Collared shirt and running shoes are required. Campers may bring their own golf clubs from home which will be stored in a secure facility for the week. There are a limited number of clubs available at no cost.
- **Horseback Riding**—Long pants must be worn (stirrup pants, leggings or tapered jeans) and hard-soled boots with a quarter of an inch heel are mandatory. **CAMPERS WITHOUT PROPER FOOTWEAR CANNOT RIDE.** Riding helmets will be provided, however we recommend that children bring their own for better fit and comfort. Riding helmets must be labelled with the ASTM approval.
- **Instructional Swim**—wear one bathing suit in the morning for instructional swim lesson and pack a second one for recreation swim later in the day. Two towels should also be packed, along with a pair of goggles.
- **Rock Climbing**—Running shoes, comfortable and loose fitting clothing
- **Sailing**—bathing suit, towel and water shoes
- **Skatepark Adventures**—In-line skates or skateboard or scooter, CSA approved skateboarding helmet, wrist guards, elbow and knee pads must be supplied by the camper.
- **Soccer**—Running shoes or soccer cleats are required.
- **Tennis**—Running shoes required. Campers may bring their own tennis racquets. Racquets are also available by the Tennis pro for use at no cost.
- **Tumbling & Ninja**—Comfortable and loose fitting clothing

Lost & Found

When campers are having fun at camp, they also become easily distracted when it comes to keeping track of their clothes and other personal property.

Throughout the summer, we make every attempt to return lost items to their rightful owners. Try as we might though, sometimes there are personal belongings left at camp. To increase the likelihood of your personal belongings being found, please be sure to label any items that are brought to camp (including clothes, hats, sunscreen bottles, towels, backpacks, lunch boxes, water bottles, etc.).

Lost items without names or insufficient identification are sorted and placed on display racks at the end of each camp day.

Name Labels

We have found that most young children tend to be just a little carefree and forgetful about their belongings. Each day misplaced articles are gathered together and promptly returned to their owners by our staff. However, without identification we are unable to do this

- a. Please label **all** articles brought to camp with your child's first and last name (including water bottles, goggles, towels and Riverwood clothing).
- b. Make sure name labels are sewn or ironed on securely. Labeling with a permanent marker is not recommended, because it smudges and often fades and becomes unreadable.
- c. Every article of clothing brought to camp (sun hats, running shoes, socks, goggles, underwear, jackets, sweaters) – **MUST** be suitably labeled with the camper's full name.
- d. We recommend that lunch bags and backpacks be tagged with an "airline style" baggage tag.
- e. To order personalized Camp Riverwood stick-on labels for your child(ren), please call the Camp Office 905-428-0042. Machine washable and dishwasher safe. \$16.00 + HST for a set of 52 labels.

Attention Parents of Younger Campers

Clothing with buttons should be avoided as much as possible. Velcro or slip-on running shoes (without laces) are desirable. Sandals and flip flops should not be worn to camp.

First Day Notes

Sunscreen

Please send a labelled bottle of sunscreen on your child's first day of camp. This will be kept at camp for the remainder of the week and sent home on your child's last day. If more sunscreen is needed, you will receive a note or email from the Unit Head requesting more.

Name Tags

First day name tags including your child's unit and cabin number will be distributed by your bus captain on your child's first day of camp. Campers being driven to camp by car will receive their name tags at the carpool loop.

Name Tags will be placed directly on your child's shirt to assist the counsellors to learn the child's name and integrate them quickly into their groups.

Arrive Early for the Bus

Please ensure you arrive at least 5-10 minutes earlier than your scheduled time. This allows the campers to board the bus and carry on with its strict schedule.

Health & Safety

Camp Health Certificate

All parents are required to complete a health form for each child attending camp which is included in your May Parent Email Package. Please note that a doctor's signature is not required on our camp Health Certificates. This is in compliance with Ontario Ministry of Health Regulations.

If your child has a medical history whose complexity is greater than usual, then you may wish to have your doctor complete the form. Please understand, however, that there may be a charge levied by your doctor for this service.

Please notify Camp Riverwood in writing if there is any change in the medical condition of your child(ren) between the time of completing the Health Certificate form and their first day of camp.

NOTE: CHILDREN COMING TO CAMP WITHOUT COMPLETED HEALTH FORMS MAY NOT BE PERMITTED TO PARTICIPATE IN SOME PHYSICALLY ACTIVE ACTIVITIES OR OUT OF CAMP TRIPS UNTIL THIS FORM IS RECEIVED. Submit completed form(s) to the camp office NO LATER THAN June 24th.

Medications From Home

For the safety and welfare of your child, we have a designated first aid provider onsite and our head staff is trained in first aid, CPR and emergency procedures.

Should there be an occasion during the camp season that medicine from home has to be administered at camp, please be sure to phone the camp office ahead of time so that we can be alerted to expect the medication. Since children can sometimes forget that they have medicine in their camp bag, we prefer that medications be given to the bus captain for delivery to the camp office.

All medications, prescription or over-the-counter, are to be checked in and administered by the designated first aid provider. **DO NOT send medication with your child to be self-administered.**

Please send all medications to camp in their original dispensing containers with the unaltered label stating your child(ren)'s full name and dosage.

If your child requires any type of medication, you must also complete the 'Parental Authorization to Administer Medicines at Camp' form which is available online at www.campriverwood.com/forms and return it no later than June 24th. It can also be found at the end of this document.

If your child is to be on routine medication or has specific medication requirements, it is a good idea to review your situation with the designated first aid-provider prior to the start of camp. The designated first-aid provider can be contacted during the week prior to camp opening by calling 905-428-0042.

Sun Safe, Sun Smart

At Riverwood we encourage parents, campers and staff to be "SUN SMART". **Sun hats are a must – everyday!** Keep extra hats at home in case one gets misplaced or lost. Our staff is conscientious in ensuring that campers wear their sun hats and shirts during the camp day.

In addition, Riverwood has made the use of water bottles and sunscreen a routine part of the camp day. Clearly label your sunscreen and water bottle with your child's full name using a permanent marker. Staff is also conscientious in ensuring that campers drink water throughout the day, Please note that all water at Petticoat Creek Conservation area is drinkable.

Campers can also escape the summer heat by resting under our private open-air sheltered picnic area. Moreover, many of our activities take place in areas that have natural shade offering additional protection from the sun.

We ask parents to apply sunscreen each morning prior to camp and send a labelled bottle in your child(ren)'s backpack. The sunscreen will remain at camp for the duration of your child's stay.

Counsellors will assist and supervise campers to reapply their sunscreen at regular intervals during the day.

EpiPens or Inhalers

Camp Riverwood requires that each camper with an anaphylactic allergy have two EpiPens at camp: one in the camp office and one in an EpiPen pouch carried by the camper. Each camper requiring an EpiPen will receive an EpiPen pouch from Camp Riverwood which they **MUST** wear at all times (except during swim times).

Each camper with an EpiPen must have an Anaphylaxis Plan completed by the parent.

Directions for administering puffers must be clear and a medication form must remain on file for both regular and occasional use of puffers.



Partners In Parenting

Safe Camp Policy

In every aspect of camp, Camp Riverwood makes safety a top priority. Systems are put into place to provide the utmost safety on the bus, in the pool and in the sun. We also aim to create an environment where both campers and staff feel safe, confident and excited to come to camp everyday.

With that in mind, Camp Riverwood will have zero tolerance for aggressive behavior of any kind. If a camper engages in a physical and/or verbal action that has intent to harm or has caused harm to another individual, the Camp will follow these steps outlined below:

1. The family will be contacted to discuss the incident. With the help of our Head Staff and Directors, a positive behaviour plan will be put into place to support pro-social behaviours. **Depending on the nature of the incident, you may be required to pick your child up from Camp.**
2. Should a second incident occur, you will be called and asked to pick up your child at that time. Your child may be suspended from attending Camp Riverwood for 1-2 days depending on the nature of the incident. This time allows the camper to self-reflect and for the team to devise a plan for success. A behaviour plan will be e-mailed to the parents and reviewed with the parents and child upon their return to Camp.
3. Should the behaviours continue, you may be asked to terminate your child's time at Camp. In the case of camper termination, a refund for the remaining days would be issued.

Depending on the severity of the incident, steps 1 & 2 may be skipped at the Directors' discretion.

Again, the goal is to ensure that every camper feels safe and secure in their cabin group at Camp Riverwood. While we endeavor to help every child succeed at Camp and to work with campers and families exhibiting negative behaviours, we must keep the safety of all our campers in mind.

THE MORE YOU TELL US - THE BETTER THE CARE

If your child has struggled with behavior, learning, shyness and/or anxiety issues, whether at school, home, other camps or extra curricular programs, it is important that you let us know. The more you tell us, the better we are at placing the best staff for your child and putting preventative strategies into place. We want your child to be successful at Camp and the more we know about your child, the better able we are to make that happen!

Authorization to Administer Medicines at Camp

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINES AT CAMP

Start Date Day Month Year	Stop Date Day Month Year	Parents please fill in the following information, if known Name of camp unit: Group #: Name of camp bus:	
Child's Name			
Name of medication, dosage & reason for medication. Specify if you want this medication returned home daily.			
Signature of parent or guardian	Telephone		Date

PARENTS: Please cut and use this form when sending medicines to camp. Photocopy to create additional copies.

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINES AT CAMP

Start Date Day Month Year	Stop Date Day Month Year	Parents please fill in the following information, if known Name of camp unit: Group #: Name of camp bus:	
Child's Name			
Name of medication, dosage & reason for medication. Specify if you want this medication returned home daily.			
Signature of parent or guardian	Telephone		Date

**We hope that you found this booklet informative.
Please do not hesitate to call the camp office at 905-428-0042 with any questions.**