



2023

# PARENT HANDBOOK



ANCASTER FAIR CAMP

ANCASTER FAIR

1/1/2023

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## WELCOME TO CAMP

Thanks for registering and becoming a part of the Ancaster Fair Camp Community. You have made an amazing choice for summer fun and learning for your camper.

We are all set and ready to provide fun filled, hands on, learning activities and can't wait to meet you and your camper.

The following handbook is a guide to help you navigate your way through all things camp and understand what will be happening with your child. Things printed here may change slightly in order to make things better for everyone at camp as we grow and learn.

If you have any questions or concerns please call the Fair Office at (905)648-6198 and we will get back to you as soon as possible.

Know that your child's happiness, safety and learning experience is our priority and we plan on giving them the best camp activities and memories possible.

Jessica Letman  
Camp Manager

## MISSION

To promote a sense of community and agricultural/environmental awareness through hands on, interactive, creative and educational programming while instilling life skills like respect, creativity, friendships, responsibility, co-operation and leadership through goal setting and fun filled learning, and craft activities for kids from all backgrounds.

## VISION

The Ancaster Fair Camp will be recognized as a leader in the delivery of high quality, fun filled, outdoor, agricultural and environmental programming, while creating future fair exhibitors and volunteers by teaching arts and craft skills, making the community connection, and through hands on learning activities through the day camp experience.

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## KEY CONCEPTS

### **1- Agriculture and Environmental Awareness**

#### AGRICULTURE

- Hands on interaction with farm animals
- Discussion and exploration of the care and basic needs of these animals
- Interactive activities and games that teach where our food comes from
- Hands on planting of grains, flowers or vegetables
- Learn about field crops and grains grown in Ontario, field crop tours

#### ENVIRONMENT

- Explore and learn about different environments like field, forest, and wetlands
- Hike and explore these environments
- Catch frogs at holding pond, walk along planted crop fields, bird watch in tree line and fence row, search for bugs in grass
- Discuss pollution, garbage and good stewardship of our environment

### **2- Arts and Crafts**

- Daily craft and art activities based on classes from our fair books
- Different activities each week and each day to provide a variety for kids interested in more than one week at camp
- Easy and fast arts and craft activities will be offered during breaks and spare time during the day (colouring or drawing centre offered while waiting during group bathroom and hydration breaks)

### **3- Life Skills**

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Cognitive skills that help you through life:

- Decision-making, goal setting, problem-solving, friendship, co-operation, confidence, leadership, responsibility, courage, communication, self-worth, confidence, independence, sportsmanship, flexibility, persistence.

## 4- Sports and Recreation

### RECREATION

- A baking activity will take place for all campers each week (cookies or muffins)
- A sewing project of their choice will be offered each week (hand sewn creature or bookmark)
- Reading centre
- Board games for rainy days

### SPORTS

- Sports activity time offered daily like basketball, volleyball, floor hockey
- Large group games played daily
- Small group games played daily

## 5- Community

- Take part and learn about a camp community
- Learn about the fair community and how the fair works – volunteering
- How are we a part of our own community
- Who are our community helpers
- Meet a community helper (mounted police, police, or fireman)

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## HOW DO WE FULFILL OUR MISSION

Camp provides a safe, structured, child centered environment to play and learn for our campers. Activities games and learning about our 5 key concepts happen daily. Camp is a break from the usual and an opportunity to be a part of a new social experience. Campers work, play and learn together in a new group setting. This leads to new friends, new challenges, and new experiences and builds confidence and curiosity. Campers develop relationships with positive adult role models who work hard to bring out the best in each and every camper. Our camp staff teaches life skills, celebrate success, encourage individuality, community and creativity. Camp exposes children to new activities designed to build awareness, social skills, responsibility, leadership and motivation. Camp is where kids discover the best of who they are, and the world around them. Camp is about positive youth development, education and awareness.

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## TYPICAL DAY AT CAMP

Arrival – group game until all campers arrive 8:30am-9am (early drop off must be schedule before June 15)

Flagpole – O Canada – Quote of the Day, Action of the Day

Activity #1 – Meet the Animals

Hydration Break – Water in Water out

Activity #2 – Baking in the Kitchen

LUNCH

Free Choice Activity (campers choose an extra art, sport, animal activity)

Small group games / team building

Activity #3 - Forest Fun, Field tour, wagon ride and crop identification

Hydration Break – Water in Water Out

Activity #4 – paint a bird house

Activity #5 – soccer baseball

Large Group Game

Home time 4:30pm-5pm (late pick up must be schedule before June 15)



## POLICIES AND PROCEDURES

There are several places you will be asked to sign forms when you arrive at camp on the first day. The following outlines the policies and releases you will be asked to sign and the reason.

### **PHOTO AND VIDEO CONSENT ASSIGNMENT AND RELEASE POLICIES**

Purpose: For marketing, advertising, promotional and/or communication purposes, Ancaster Fair Camp may, from time to time, take photographs and/or video recordings of Camp activities and events. We will be sending campers home with a photo of their camp group at the end of the week. Some of these photos may go on the website, to show activities and photos of camp in progress.

*By signing this form you are giving us permission to take photos and video clips of your child at camp and granting us the right to use them for Camp promotional and advertising purposes, as well as to go home with the campers.*

### **REGISTRATION POLICIES**

**Payment:** Payment is due with Registration. We cannot hold any positions until full payment is received.

**Extended Care:** Extended care is available. \$20/family each ½ hour prior to 8:30am or after 5pm. Please contact camp registrar to sign up and reserve a spot.

**Registration Information Package:** A camper package will be emailed to each family upon acceptance of the registration form and payment.

**Refusals:** Ancaster Fair reserves the right to refuse registration based on misconduct, previous behaviour at camp, or lack of resources to meet a camper's medical or special needs. If this occurs, a full refund will be issued.

**Campers with Special Needs:** Campers with special developmental and/or physical needs are asked to process their registration through the Fair office at (905)648-6198. We cannot guarantee accommodation and process each request on an individual basis. Support worker or care giver may attend camp with child if approved.

**Session Cancellation:** Ancaster Fair reserves the right to cancel any session if a minimum number of campers have not registered up to two weeks prior to the start of session. If this occurs, full refunds will be issued.

### **REFUND POLICIES**

**Refund Requests :** Must be submitted in writing to [tammy@ancasterfair.ca](mailto:tammy@ancasterfair.ca) no later than April 30 in order for refunds to be issued ( this will not include the non-refundable deposit of \$75/week ). No refunds are available after May 1.

**Medical Reasons:** A refund will be issued for any medical reason only when the letter is accompanied by a written medical note from a doctor but will not include the \$75 non-refundable deposit.

**Withdrawal, Misconduct, Homesickness, or Head Lice:** Refunds are not granted if the parent and/or guardian withdraw the camper from a session early or if the camper is sent home due to misconduct or head lice. In the event of a withdrawal request less than one month prior to the camp session, refunds will be not be issued.

### **CODE OF CONDUCT**

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The safety of each individual in the program is of the utmost importance. Each registrant must recognize a personal responsibility to learn and follow at all times the safety and other rules established by Ancaster Fair Camp staff. By signing this you agree that any behaviour of the registrant that places him/her or others at risk may result in the registrant's immediate dismissal from the program. Further, if dismissed from the program, I agree to cover any expense(s) arising from such dismissal. In signing the code of conduct you acknowledge and agree that no refund will be granted for dismissal or removal of the registrant at his/her request before the end of a program session. In order to ensure the safety and well-being of all individuals participating in the program, we reserve the right to alter the program at any time without notice or compensation to the registrant.

*This ensures that any camper that is negatively affecting the experience for the others can and will be removed after all means have been taken to help them, and we have the right to do so.*

## **ASSUMPTION OF RISK AND INDEMNIFYING RELEASE**

While Ancaster Fair Camp staff, volunteers and instructors will make every reasonable effort to minimize exposure to known risks associated with registrant's participation in a camp program, I hereby acknowledge that I and or my child if I am registering on his behalf may be required to participate in various physical activity or activity that may result in physical injury. In this regard, I agree I have provided a complete and accurate health history and hereby permit the registrant to participate in the full range of Program activities, except as specifically noted by me in the health history of this registration form. In consideration for the registrant's opportunity to participate in this program, the receipt and sufficiency of which is hereby acknowledged, I hereby release and forever discharge Ancaster Fair of Ancaster Ontario, its representatives, officers, directors, employees, volunteers and agents, and their respective successors and assigns, from any and all liability for damages sustained in consequence of loss, injury or damage to the registrant, and from all other actions, causes of action, claims, demands or damages of any kind with respect to death, injury, loss, or damages to any person or property arising out of, or connected with preparation for, or participation in, the camp program.

*This is needed to ensure you understand that there is a risk in participating in the camp program and you are taking responsibility knowing the possible risks.*

## **MEDICAL EMERGENCIES**

In the event of an accident, injury or illness involving the registrant, and immediate contact by Ancaster Fair Camp with a designated contact cannot be made, I hereby authorize and grant permission to Ancaster Fair Camp Staff to secure proper medical treatment and authorize on the registrant's behalf all procedures, including, without limitation, admission to an emergency unit, hospital and treatment therein, ordering of x-rays, tests or treatment, injections, anesthesia and/or surgery, as deemed necessary by the attending medical professional(s). I agree not to hold the Ancaster Fair responsible for any costs or injury arising out of an emergency situation.

*This is necessary for us to make decisions if we are unable to contact you in the case of a medical emergency.*

## **COMMITMENT TO PRIVACY**

The Ancaster Fair Camp is committed to protecting personal information by following responsible information handling practices. We collect and use information you volunteer when you access or register for our camp program, in order to better meet your service needs, to ensure a safe environment, for statistical and assessment purposes, to inform you about the program in which you are registered, and to satisfy government and regulatory requirements. You may also hear from us periodically about other opportunities and upcoming events at the fair that may be of interest and of benefit to you.

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**DISCLAIMER - PLEASE NOTE:** All programs are subject to change or cancellation due to low enrolment or other unforeseen circumstances that prohibit operation of program. As we are public site we cannot guarantee an allergen free environment. We ask that no peanut products are brought in lunches but we cannot be responsible for what other campers pack, or be sure that the equipment, buildings and/ or any item they touch has not come in contact with an allergen. Registration is at your own risk.

*We will do everything we can to make all programs and activities happen; by signing you give us the right to change these as necessary. Also because we have kids coming in from home daily we cannot ensure we are allergen free and by signing this you state your awareness of this.*

## **AUTHORIZATION**

In registering my child to camp at the Ancaster Fair, I (the undersigned parent or guardian or other authorized party) hereby agree as follows:

- I understand that my child is expected to participate fully in the program and all camp activities
- I understand that the Camp Manager reserves the right to dismiss a camper who, in his/her opinion, is a detriment to the safety, enjoyment, or rights of others, or who appears to not be benefiting from the camp experience
- I understand that if there is any exposure to any infectious disease and/or any change to my child's condition prior to or during attending camp, I will notify the camp in writing.
- I have read and understand the registration, photo and video consent and release, code of conduct, the assumption of risk, medical emergency release, commitment to privacy, disclaimer, refund policies, and trip consent and release as listed above, and my payment options.

Thanks for understanding in the necessity of these policies and releases. We want you to be informed and up to date with what's going on at camp. If you would like further information on any of this information please call the fair office at (905)-648-6198

## WHAT TO BRING TO CAMP

All items brought to camp must be labeled with campers first and last name

### ***MUSTS – These will stay at camp for the week***

A refillable water bottle

A hat

Sunscreen

A change of clothes for forest fun, long light pants, socks, hike footwear

A bathing suit and towel

A backpack or sturdy bag to hold the above items

### ***OPTIONAL- Not necessary but can bring if they wish***

Bug spray

Sunglasses

A book to read in free choice time slot

### ***NOT ALLOWED AT CAMP – These items will be taken away***

iPod / Cell Phones / Gaming Devices / iPad

Inappropriate magazines, books or items

Weapons of any form shape or size

Any valuable items, we are not responsible for lost or stolen items

If you don't need it, don't bring it.

## OUR STAFF

The staff of Ancaster Fair Camp is police screened, camp trained and have CPR / First Aid training. Each staff member has previous experience working with children and some have overnight summer camp experience.

We have also trained each staff member on the policies and procedures, emergency plans, and expectations and outcomes for our summer day camp.

Youth Volunteers will be at camp and will be helping with set up / animal care and interactions, games and activities. Volunteers will not be responsible for campers at any time, but will assist the staff in activities and prep that requires many hands.

## Special Visitors

Several Community helpers will be coming to camp during the week. These may include Hamilton Fire, Hamilton Police and Hamilton Mounted Police.

At the end of every week of camp we will have special animal guests coming to camp. We cannot guarantee which week will be going to which venue until closer to the date, but we have a tentative schedule that may be subject to change.

These guests may include but are not limited to: Little Rays Reptile Zoo, Wild Ontario, and Great Lakes Raptor Conservancy.

## FAIR ENTRIES

Some of the crafts made during camp will be eligible for campers to exhibit and enter in the fair. There are prize money and ribbons to be won and we encourage all campers to enter. We will be tagging and preparing the entries for camp so all you have to do is deliver them to the Ancaster Fair on Wednesday September 18, 2020 between 2pm and 8pm. Campers will be able to visit the fair for free and we encourage them to come and see their creative work exhibited and enjoy the fair. Entries will need to be picked up between 6:30pm and 7:30pm on Sunday September 22, 2020.

## ANIMAL INTERACTIONS

There will be many different types of farm animals living at camp for the campers to interact and learn about. Baby rabbits, chickens, ducks, goats and a dairy calf will be available for hands on experience.

These animals are all babies and have been handled by children prior to camp. Campers will learn how to handle and care for animals as well as being respectful of their space and needs.

This is not a mandatory activity and if a child does not want to hold, touch, or be near the animal that is acceptable as we respect everyone's likes, dislikes and comfort levels.

## BUTTONS PROGRAM

At Ancaster Fair Camp, we use the out-of-doors to facilitate the total education of children through hands on fun experiences. These experiences can easily be attached to life-long learning. Based upon the premise that we all want children to be happy, well-adjusted volunteering members of society, we offer a number of different intentional experiences and activities that encompass specific outcomes, maximizing the participant's experience. We call these outcomes the Buttons Program. This program includes seven life-long skills we strive to foster within our campers. We incorporate these as a means of involving our campers in their own learning and development by earning each button during their time at camp. The principles of the Button's Program, along with the colour of each part, are as follows:

### **ENVIRONMENTAL (GREEN Button)**

- Showing you understand why the environment is important
- Can name different environments
- Showing respect for the environment
- Can explain what we can do to help the environment

### **GOAL SETTING AND LEARNING (YELLOW Button)      LEADERSHIP AND RESPONSIBILITY (BLUE Button)**

- Setting a goal and achieving it
- Keeping a positive attitude
- Trying something new
- Learning a new skill or knowledge
- Setting a good example and being positive
- Helping others when they need it
- Taking care of, and being respectful of others things
- Putting things away and cleaning up after self/others

### **CREATIVITY (ORANGE Button)**

- Making something with your hands
- Making something with your own design
- Exploring and discovering
- Being excited to try new things
- Asking questions to learn

### **FRIENDSHIP AND COMMUNITY (RED Button)**

- Making new friends
- Helping and supporting others
- Celebrating our differences and our communities
- Working as a team and overcoming a group challenge
- Learning who different community helpers are

### **RESPECT (PURPLE Button)**

- Respecting ourselves / others / animals
- Respecting our differences
- Respecting our own and others choices
- Respecting our own and others opinions
- Respecting and following instructions

### **AGRICULTURE (BROWN Button)**

- Meeting animal friends
- Naming different foods produced in Ontario
- Celebrating our different food preferences
- Planting a seed and watching it grow, identify crops
- Learning where our food comes from

These principles are weaved and sewn through all parts of the camp experience. Some activities stress or involve some more than the others at times, but in a camp day filled with opportunity, we will certainly meet them all. Our hope is to instill the core 7 life skills along with communication, sportsmanship, co-operation, and confidence. A debrief is a part of every program to ensure that the points of the Buttons Program are discussed in a variety of ways while at camp. The campers will wear their buttons with pride on a bracelet they will make and earn at camp.

## EARLY/AFTER HOURS CARE

Early/After hour care is available to those who need it. Please contact the fair office to make these arrangements as it is on a first come first serve basis. There is an extra fee for the extended care. Early drop off and/or late pick up is \$20/family each ½ hour prior to 8:30am or after 5pm and must be reserved before camp sessions begin.

Earliest arrival 7:30am

Latest pick up 5:30pm

Must be schedule before June 15

## LUNCH AT CAMP

Each camper will bring a packed lunch to camp with them every day. Please send a nutritious lunch with some extra snacks as the kids will be very busy and very hungry.

There will be a refrigerator where all lunches will go until lunch time and there will be time in the afternoon for a snack. We will be baking with the campers on Tuesdays, the cookies, muffins or rice crispy squares the kids make will also be used at snack times.

We cannot provide an allergy free environment, as each and every lunch is packed at home. If there is a severe allergy concern it is imperative that you speak to us prior to camp so we can ensure the safety of your camper.

Please pack enough food for your camper for a hearty lunch and an afternoon snack.



## **DROP OFF AND PICK UP INSTRUCTIONS 9:00am-4:30pm**

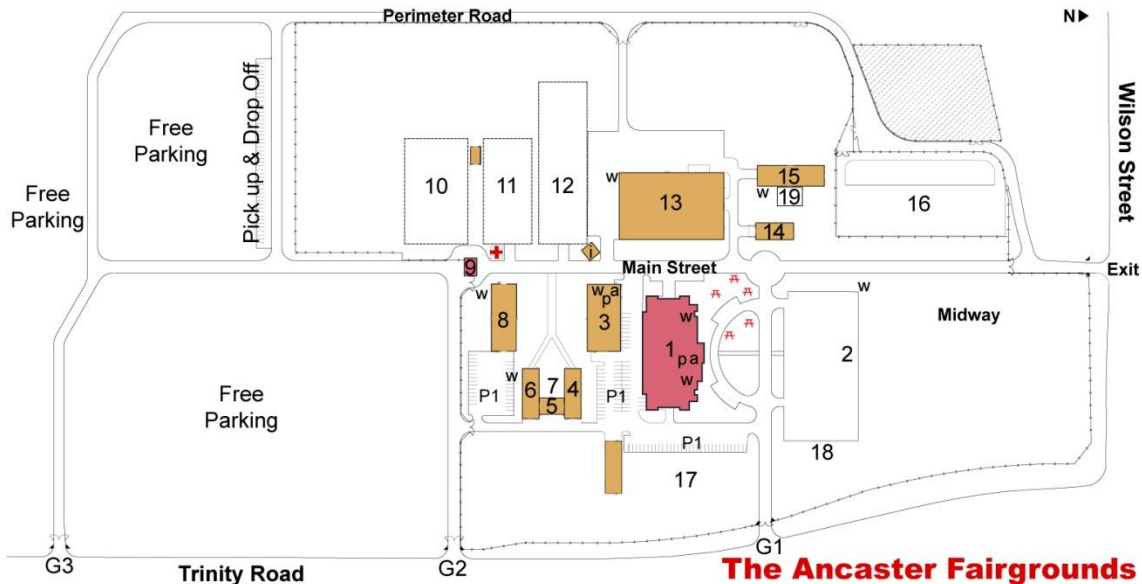
On Monday we ask that you drop off your camper between 8:30am and 9am and pick up between 4:30pm and 5:00pm. We will be asking the person who is dropping off for information and signatures that you see in the Policies and Procedures section of the parent guide. These forms will also be sent to you with the Parents Handbook. To make drop off on Monday quick and easy please have these forms printed and filled out prior to arrival.

You must authorize who is allowed to pick up your camper prior to camp; we will not release the camper at the end of the day to anyone not on the list. Also we will require a signature at drop off each morning and pick up each night.

On Monday morning arrival, there will be staff guiding your way. We ask that you park in the parking lot behind Marritt Hall, beside the Concession Building and walk over to Base Camp. You must come and sign the camper in. There will be staff there to meet you and your camper, check your forms and direct campers to their hook and camp activities. All lunches will be placed in a refrigerator and kept there until lunch time, on trip day they will go into a cooler.

Drop off and pick up will happen at the same place each and every day.

## MAP



Please enter through G1 (gate 1) as there is no open access through G2 or G3. Base Camp is located in building #5 on the above map and parking is in the P1 areas. There is no entry to camp or registration through the #7 Courtyard area.

## **POSITIVE YOUTH DEVELOPMENT**

### OUR STAFF

- Demonstrate respect, kindness, and compassion towards all young people and the animals
- Model healthy relationships, emotional maturity and teamwork
- Establish caring friendships with each camper that reflect trust and empathy
- Listen to every campers ideas and validate their feelings and opinions
- Encourage each camper to try new things
- Encourage perseverance when something seems hard and celebrate the successes
- Help each camper discover their strengths and capacities
- Set positive, high expectations that challenge each camper to do their best
- Engage young people in responsible decision making and encourage each camper to contribute
- Structure activities so all campers feel safe, secure and a valued part of their group

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## OUR CAMPERS

- Are the integral part of camp and are encouraged to play, grow and learn new things
- Are encouraged to ask questions, express opinions, use their imagination, problem solve and make choices
- Help set boundaries, expectations, goals and make their own rules for some activities
- Belong to a camp community that celebrates our differences and values supporting and being respectful of those differences
- Are supported in discovering and utilizing their own strengths and capacities
- Experience opportunities for leadership, participation and contribution
- Are challenged to grow as individuals, to see the importance of community and celebrated for doing so

LOOKING FORWARD TO A FUN FILLED SUMMER WITH YOUR CHILDREN!!