



Day Camp Policies & Procedures Document

Introduction

This policies and procedures document has been prepared to guide parents and children through our summer day camp program. When parents and children understand and abide by the requirements laid out in this document it will ensure a successful and joyful camp experience for all!

About The Aaniin Collective

The Discoverers Day Camp is one of The Aaniin Collective's many programs that service families across Huron and Bruce County, and beyond.

The Aaniin Collective's mission is offering community-focused care and resources that empower families to build strong foundations for their future, contributing to a healthier, more connected world.

At The Aaniin Collective, we have four main values:

Growth - at The Aaniin Collective, we believe in continuous growth and learning for the children in our care, their families and as educators. We create an environment that supports developmental milestones, fosters curiosity, and nurtures each individual's journey of self-discovery and learning.

Respect - The Aaniin Collective is committed to fostering a culture of respect for individuals, families and the environment. Every child and family is unique and we respect their personal journeys, cultural backgrounds and needs. We also honour the natural world, integrating it into our learning environments.

Holistic Care - The Aaniin Collective prioritizes a whole-family approach, offering support for children as well as parents and caregivers. Our services extend beyond the classroom to include coaching, retreats, and resources that nurtures the well-being of every family member. Additionally, our classroom and operational practices prioritize creating the healthiest environment for children.

Connection - Building strong, authentic relationships is at the heart of The Aaniin Collective. We value the connections we create with families, children and the wider community, fostering trust, collaboration and mutual support.

About Discoverers Day Camp

The Discoverers Day Camp is one of The Aaniin Collective's many programs that service families across Huron and Bruce County, and beyond.

At The Aaniin Collective's Discoverers Day Camp programming is offered through a nature-based, child-led pedagogy. Children will be provided daily with art, sensory, STEM, gross motor and nature learning opportunities that will then be complimented, blended and adjusted based on each child's interest and abilities. Doing so will deepen the learning and strengthen the child's connection to the topic.

Throughout the program your child will be challenged to think of themselves as a part of a larger community, world and nature system. This will teach them to be conscious community members, and also understand how valued their individuality is.

Pick Up and Drop Off

Discoverers Day Camp begins at 8:30am. To create flow in our program, **drop offs** can occur anytime between **8:30am and 9am**. If you need to drop off after 9am, you must contact aaniinmontessori@gmail.com in advance. All **pick ups** must be done by **4pm**.

Only guardians/trusted adults that are listed on your child's form will be permitted to pick them up. Government ID will be required to be shown at pick up if staff does not recognize you. Under no circumstances will a child be released to anyone other than those on their preauthorized list.

Schedule

At Discoverers Day Camp you can expect the following:

Our mornings will contain table top activities to start the day, a daily learning challenge, time to eat their snack, outdoor unstructured time where they will have the chance to engage with the playground, outdoor toys, and nature building items, a outdoor structured activity will close out the morning. Lunch and 45 minutes of individual/small group time will occur in the middle of the day. The afternoon will include an art exploration, another structured outdoor activity, afternoon snack, a closing group activity. The day will end by packing up their items and making a choice between playing freely or revisiting a favourite table top activity while parents arrive for pick up.

Late Fees

No refunds will be given (sick, missed or personal days will not receive refunds or credits of any kind, nor will cancelled weeks).

Late Pick Ups - in accordance with The Aaniin Collective's value of respect, it is your job to pick up your child on time out of respect for your child, and the program facilitators. If you are late to pick up the following will occur:

- one late pick up will lead to a \$10 charge/child, for every 10 minutes you are late
- after three late pick ups in a two month period, you will be charged \$15/child for every 10 minutes you are late
- after five late pick ups in a two month period you will be removed from the Discoverers Day Camp program

Late Payment - all Discoverers Day Camp payments are due in full two weeks before your child's start date. If this payment is not completed by then:

- after 5 business days you will be charged a \$10/day payment late fee
- if payment is not completed 24 hours before the start date of the program, your child will not be permitted to attend

Food Practices

Each day children will be given two snack breaks and a lunch break. **Children are expected to bring their own packed lunch** and snacks from home. A fridge is available from storing their lunches through the day. Please be mindful that Discoverers Day Camp is a NUT FREE day camp.

Proper hand hygiene will be practiced before and after eating. For food safety, NO food sharing will be permitted between children.

Behaviour Management

As mentioned before, at The Aaniin Collective Discoverers Day Camp it is understood that we are all part of a community. This means that each of our behaviours and actions effect the others in our community both positively and negatively. To promote a safe, fun environment for each child The Aaniin Collective has strict stipulations around appropriate behaviour (refer to expectations pages).

There is a three step process to behaviour management:

- 1) First Incident = a Verbal Warning is given by staff and the child is able to confirm that they understand what they did wrong and co-construct a plan to demonstrate the appropriate behaviour going forward
- 2) Second Incident = Paused Participation, the child will be asked to sit out of program for a length of time that accurately reflects the infraction. A discussion will occur about the incident and a plan will be co-constructed to demonstrate appropriate behaviour going forward
- 3) Third Incident = Removal from Program, if a child continually disrupts the program, they will be removed for the day

If the same child has moved through the three step behaviour management process twice in one week they will be removed from the rest of the week of programming.

If the same child who has previously been removed from a week of camp moves through the three step process again in another week of camp, they will be removed from that week and all subsequent weeks of camp.

Medication

Our facility does not have a secure storage facility for medication, nor is our staff trained to administer medication. We highly discourage campers to carry medication on their person. If your camper requires medication, we request that this is administered before or after camp.

Lifesaving medication (i.e. EpiPen and inhalers) **is** permitted at camp as outlined/in accordance with your child's medical records on file.

Electronics

Electronics are NOT permitted at camp and will be stored safely away from campers until the end of the day if they are brought, It is easiest for everyone if they are simply left at home.

Personal Items

It is asked that no personal items, aside from those listed on the "What to Bring" page, are brought to Discoverers Day Camp.

The Aaniin Collective is not responsible for any personal items (asked of you to bring or otherwise) that get stolen, broken, lost or tampered with in any way.

Camper Expectations

I will be respectful to my camp leader by listening respectfully at all times, following the rules and instructions that they give me, and taking turns.

I will be respectful to other campers by participating in activities and helping others do the same, keeping my body to myself and only choosing to use kind language that I wish to hear others use with me.

I will be respectful to the environment by handling objects and the space with care, saving running, jumping and climbing for the outdoor environment, and staying with my group at all times.

Adult Expectations

I will be respectful to the camp leaders & staff by picking up my child(ren) on time, communicating any concerns, questions or excitements clearly, and being open to hear any feedback they have about my child's day.

I will be respectful to the program by being gracious for how the program is run and ensuring that payments are made on time.

I will be respectful my child by ensuring they have all necessary materials with them to have a successful day at camp, and dropping them off as outlined so that they can enjoy the program in the same fashion as other children.

Release of Liability Waiver

Revised February 2025

I, _____, as the parent or legal guardian of _____ give my full consent and approval for my child to take part in activities at The Aaniin Collective including those in the building, play yards and associated program facilitation spaces.

I understand that some activities may pose certain risks that MAY result in, but is not limited to, injuries to my child during their participation in these activities and I accept these risks on behalf of my child.

I certify that my child is fully capable of participating in playground activities and that my child is healthy and has no hidden or unknown physical and/or mental disabilities or illnesses that would restrict their full participation in such activities. Please list any and all restrictions below that may affect your child's physical participation that Aaniin Montessori daycare should be aware of:

I, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify The Aaniin Collective, its programs, and staff on the account that all normal safety procedures have been taken on behalf of the staff, and from any and all liability for any personal injury or injury to any third-party child resulting from my child's actions/participation in the above mentioned activities.



Release of Liability Waiver

I release The Aaniin Collective and its entire staff from any and all liability, on the account that all normal safety procedures have been taken on behalf of staff, for any injuries that my child may sustain as a result of any activities taken place in the above mentioned locations during the designated program hours for the duration of my child's time enrolled in any/all programs with The Aaniin Collective.

Signed on the Date of:

Printed Name of the Legal Parent/Guardian:

Signature of the Legal Parent/Guardian:

On Behalf of (print child's name):

Signature of the director of The Aaniin Collective:



What to Bring:

Below is a checklist of items that your child is expected to bring with them to camp daily.

- ☐ Nut-free packed lunch, and snacks
- ☐ Water bottle
- ☐ Bathing suit and towel
- ☐ Weather-appropriate clothing that can get messy (including rain gear if needed)
- ☐ Footwear that allows the child to comfortably run, jump & play
- ☐ Hat & sunscreen

Please label your child's items

To conclude, by signing your child up to attend The Aaniin Collective's Discoverers Day Camp, you are agreeing to all of the policies and procedures listed in this document for yourself, your child, and all other adults listed on your child's form.

A final note/reminder that you will be required to sign a physical copy of the Release of Liability Waiver Form that is featured in this document.

We look forward to your child participating in this year's summer day camp program!

