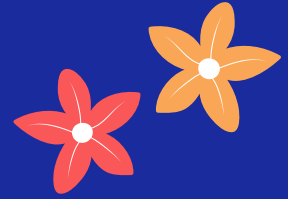




Sky High Discovery & Adventure Camp Parent Handbook



Welcome & Program Philosophy

Welcome to our NEW Summer Camp, a fun, recreation-focused experience for children 6 - 12 years old entering grades 1 to 6 in September 2026. This year, we are excited to offer a program designed using HIGH FIVE® principles of healthy child development, creating a safe, welcoming environment where every child can play, explore, and build confidence. Campers are grouped into two age-based rooms to ensure activities are engaging and appropriate for each group.

Our program philosophy is rooted in the belief that children learn best through play, exploration, and positive social interaction. We strive to create a safe, inclusive, and supportive environment where campers can build confidence, develop new skills, make lasting friendships, and discover their full potential.

At Sky High, we encourage:

- **Creativity:** campers to express themselves through arts, crafts, and imaginative play.
- **Curiosity:** opportunities for hands-on exploration and discovery in nature and beyond.
- **Collaboration:** teamwork, communication, and respect for others in group activities.
- **Character:** values of kindness, responsibility, and integrity in all that we do.
- **Confidence:** helping campers build independence, try new things, and feel proud of their accomplishments.

We are thrilled to partner with you in providing a fun, enriching, and memorable summer experience for your child.

Summer Camp Weekly Themes

Our camp runs for six exciting weeks, each with a unique theme designed to keep campers engaged, active, and having fun while building new skills. Families can register for the full summer or choose only the weeks that best match their child's interests.

- **Week 1 (July 6 – July 10, 2026)**

Ultimate Block Party

Focus: Build big, get creative, and bring ideas to life with LEGO through fun challenges, teamwork, and hands-on play.

- **Week 2 (July 13 – July 17, 2026)**

Build. Break. Win.

Focus: Build it, test it, smash it (safely!)—fun, hands-on physics challenges full of creativity, action, and discovery.

- **Week 3 (July 20 – July 24, 2026)**

All-Star Sports Camp

Focus: High-energy sports, skill-building, and team games focused on fun, confidence, and teamwork.

- **Week 4 (July 27 – July 31, 2026)**

Creative Chaos Lab

Focus: Exciting, hands-on chemistry experiments filled with reactions, discovery, and a little bit of messy fun.

- **Week 5 (August 4 – August 7, 2026) - no program Monday, August 3**

Creative Chaos Studio

Focus: Creative arts including visual art, drama, movement, and beginner film-making, encouraging imagination, self-expression, and confidence.

- **Week 6 (August 10 – August 14, 2026)**

Game On!

Focus: Fast-paced sports, relay races, and action-packed team challenges that keep campers active, engaged, and having a blast.

Each day at camp brings a new adventure:

- **Make It Mondays** – dive into hands-on builds, bold creations, and exciting projects where imagination comes to life.
- **Team Tactics Tuesdays** – team up for high-energy games, fun challenges, and action-packed activities that bring out your competitive spirit.

- **Water Wednesdays** – splash into outdoor water games, cool challenges, and refreshing summer fun.
- **Think Tank Thursdays** – challenge your mind with fun puzzles, brain games, and creative problem-solving activities.
- **Friday Film Frenzy** – unwind with a fun movie, snacks, and a chance to celebrate an awesome week with friends.

Program Overview & Daily Structure

Sky High Summer Camp offers a diverse range of activities designed to engage campers entering grades 1 - 6 in September 2026. Students will be grouped based on age and grade, with typical groupings of Primary (Grades 1–3) and Junior (Grades 4–6). Final groupings may be adjusted based on registration numbers to ensure the best experience for all participants.

Our program is structured to provide a balance of active play, creative expression, and educational opportunities.

Typical Daily Schedule:

- **8:00 - 8:30 AM:** Early Drop (Additional Fee is required)
- **8:30 - 9:00 AM:** Camper Arrival & Check-In & Free Play
- **9:00 - 9:15 AM:** Morning Circle & Camp Announcements
- **9:15 - 10:30 AM:** Activity Block 1 (e.g., Outdoor Games, Nature Walk, Splash Pad)
- **10:30 - 10:45 AM:** Snack Break
- **10:45 - 12:00 PM:** Activity Block 2 (e.g., Arts & Crafts, Science Experiment)
- **12:00 - 1:00 PM:** Lunch & Free Play
- **1:00 - 2:15 PM:** Activity Block 3 (e.g., Team Building, Music & Drama)
- **2:15 - 2:30 PM:** Afternoon Snack
- **2:30 - 3:45 PM:** Activity Block 4 (e.g., Sports, Cooperative Games)
- **3:45 - 4:00 PM:** Clean-Up & Closing Circle
- **4:00 - 4:30 PM:** Camper Pick-Up
- **4:30 - 5:30 PM:** Late Pick-Up (Additional Fee is required)

Please note that this schedule is subject to change based on weather conditions, camper interests and needs, staffing and special camp events. A detailed weekly schedule will be provided to campers and families each Monday.

Health & Safety

The health and safety of our campers is our top priority. We have implemented comprehensive safety protocols and procedures to ensure a secure and healthy camp environment.

- **First Aid:** Our staff includes certified First Aid and CPR responders. A fully equipped first-aid station is available on-site.
- **Medication:** All medications must be administered by our designated medical staff. Parents must complete a medication authorization form prior to the start of camp.
- **Allergies:** We are a nut-aware camp. Please inform us of any allergies or dietary restrictions your child may have on the registration form.
- **Illness:** Campers who are ill should not attend camp. If a camper becomes ill during the day, parents will be notified immediately.
- **Emergency Procedures:** We conduct regular emergency drills to ensure that campers and staff are prepared for various situations.
- **Sun Safety:** Campers are encouraged to wear sunscreen, hats, and sunglasses while outdoors. Sunscreen will be reapplied throughout the day by camp counselors.

Food & Allergies

Our camp is a **nut-aware environment**. We ask that families do not send any products containing peanuts or tree nuts.

To help keep all campers safe, **food sharing is not permitted** at any time.

Please ensure all allergies and dietary needs are clearly indicated on your child's registration form. Our staff take reasonable precautions to support children with allergies; however, we cannot guarantee an allergen-free environment.

Lunch is not provided, except for a free pizza lunch on Fridays. Campers will receive nutritious and healthy morning & afternoon snack each day. **All outside food must be nut-free.**

Please send your child with a **refillable water bottle** each day.

What to Bring Each Day

Please send your child with the following items each day:

- Refillable water bottle
- Nut-free lunch and additional snacks (optional)
- Hat and sunscreen
- Gym shoes
- Change of clothes, recommended
- Swimsuit, sandals and towel for wet activities and splash pad days

Behaviour Expectations & Code of Conduct

We expect all campers to adhere to a code of conduct that promotes respect, responsibility, and safety. Our code of conduct is based on the following principles:

- **Respect:** Treat all campers, staff, and property with respect.
- **Responsibility:** Take responsibility for your actions and choices.
- **Safety:** Follow all safety rules and guidelines.
- **Kindness:** Be kind and considerate to others.
- **Inclusivity:** Celebrate diversity and create a welcoming environment for all.

Bullying, harassment, and any form of discrimination will not be tolerated. Campers who violate the code of conduct may be subject to disciplinary action, including suspension or expulsion from camp.

Drop-Off & Pick-Up Procedures

To ensure the safety and efficiency of our drop-off and pick-up procedures, please follow these guidelines:

- **Drop-Off:** We offer a Kiss & Ride service. Campers should be dropped off between 8:30 and 9:00 AM at the designated drop-off area. The designated drop off is in the North parking lot located at College Ave & Prince Road (see map below). A staff member will be present to greet campers and assist with check-in.



- **Pick-Up:** Campers must be picked up between 4:00 and 4:30 PM. Parents or authorized guardians are required to come into the building (Cottage 6) for pick-up and must present photo identification.
- **Late Pick-Up:** A late pick-up fee will be charged for campers picked up after 4:30 PM unless families are registered for extended care. A \$10 late fee will automatically be applied beginning at 4:31 PM and covers the first 10 minutes. After 4:40 PM, an additional \$1 per minute will be charged. Repeated late pick-ups may result in suspension from camp.
- **Authorized Pick-Up:** Only individuals listed on the camper's authorized pick-up list will be allowed to pick up the camper. Please notify us in advance if someone other than the individuals listed will be picking up your child.

Registration, Refund & Financial Policies

- **Registration:** Registration is completed online through our website. A non-refundable deposit of 10% is required to secure your child's spot.
- **Payment:** Full payment is due **2 weeks prior to the start date of each registered camp week**. Full payment must be received by the due date to guarantee your child's spot. Unpaid spots may be released to families on the waitlist.
- **Refunds:** Refunds, **minus the non-refundable deposit**, will be provided for cancellations made at least 2 weeks prior to the start of the camp week. Unfortunately, we are unable to offer refunds within 2 weeks of the camp start date.
- **Financial Assistance:** The **OneHSN** centralized online child care registry streamlines finding licensed child care for both parents and child care providers.

Parents can visit www.onehsn.com/windsor and create a profile account and submit the appropriate documentation. After you have completed your profile and added your child(ren) to your preferred waitlist(s), you will be prompted to complete a subsidy application if you require financial assistance for child care.

Accessibility & Accommodation

Sky High Summer Camp is committed to providing an inclusive and accessible environment for all campers. We will make reasonable accommodations to meet the individual needs of campers with disabilities.

LDAWE recognizes that there are children with diverse needs in the community and supports the inclusion of all children, regardless of any disabilities and/or challenges they may have. We believe that every child has a right to care in a safe, enriching environment.

It is understood that some children may have difficulty adapting to the childcare environment due to their diverse strengths and needs. Procedures are in place that allow LDAWE and the family to determine whether the child care placement will meet the child's needs, with the goal of a successful experience for the child and family. If a child is displaying continual unsafe behaviour, LDAWE may choose to suspend the child and/or terminate the child care contract.

Circumstances that could result in suspension from child care include:

A child displaying continual unsafe behaviour:

- Attack (physical and/or verbal) on teachers and/or students
- Outbursts that cause harm to teachers or students or damage to property
- Use of profane language
- Increasingly combative behaviour
- Threats or intimidation

Circumstances that could result in termination of the child care contract include:

- Injury to a teacher or student as a direct result of an attack or physical outburst
- Recurrent suspensions without any resolution and/or changes

Communication with Families

We believe that open communication between camp staff and families is essential for a successful camp experience. We offer several channels for communication:

- **Absences:** To support the safety and well-being of all campers, families are required to notify camp staff if their child will be absent. As part of our HIGH FIVE® commitment to providing a safe and caring environment, staff will follow up with parents/guardians if a camper does not arrive as expected.
- **Daily Updates:** Camp Counsellors will provide daily updates to parents at pick-up.
- **Weekly Newsletter:** A weekly newsletter will be emailed to families with information about upcoming events, activities, and important announcements.
- **Parent Portal:** Families can access the My Jumbula Parent Portal to manage registrations, payments, schedules, absences, and authorized pick-up contacts through My Jumbula.
- **Email:** You can reach us by email at programs@ldawe.ca.
- **Phone:** You can reach us by phone at 519-252-7889 ext. 113

We encourage you to reach out with any questions, concerns, or feedback you may have.

Technology Policy

To support social interaction, engagement, and a distraction-free environment, personal electronic devices (including phones, tablets, and gaming devices) are not permitted during camp.

If a device is required for a specific reason, please speak with staff in advance. Approved devices will only be used at designated times and for agreed-upon purposes.

Personal Belongings

Our camp is staffed by a team of caring, qualified individuals, including an Ontario Certified Teacher and trained program staff with experience supporting children with

learning disabilities and diverse learning needs. Please label all of your child's belongings, including water bottles, lunch containers, and clothing.

While we do our best to help keep track of items, the camp is not responsible for lost, stolen, or damaged belongings.

We ask that campers do not bring toys, valuables, or personal electronic devices to camp unless they have been approved in advance.

Staffing & Supervision

Our camp is staffed by a team of caring, qualified individuals, and trained program staff with experience supporting children with diverse needs. We maintain a low staff-to-camper ratio of 1:5, allowing for increased supervision, individualized support, and meaningful connections with each child. This intentional ratio supports children who benefit from additional structure, guidance, and encouragement throughout their day.

Our approach is guided by principles aligned with HIGH FIVE, a nationally recognized standard for quality recreation and child well-being. This includes a focus on safety, inclusion, positive relationships, and engaging, developmentally appropriate programming.

Staff use proactive supervision strategies and positive behaviour supports to create a safe, welcoming, and well-structured environment. Camper safety is our top priority, and all staff follow established supervision procedures during activities, transitions, and outdoor time to ensure children are consistently supported and engaged.

Summary

This handbook provides essential information about Sky High Summer Camp, including our program philosophy, daily structure, health and safety policies, and communication protocols. We are committed to providing a fun, enriching, and safe environment for your child. We look forward to a fantastic summer!