



2021 Parent's Handbook

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Director's Message

Greetings and Welcome Back to Kettleby Valley,

I want to begin by apologizing for getting this information to you later than we had hoped. Each day, the situation is changing and we want to provide the most up to date information. In fact, at the time of writing this, public health announced an upcoming update to their guidelines regarding the use of masks outdoors. Inevitably, there will be updates to how we operate and we will pass them onto you as we receive them.

I know many of you have questions and I hope that this document answers them. This edition of our Parent's Handbook is a bit more bare bones than in past years. We've done this in order to expedite it's delivery.

After remaining closed for the 2020 season, I'm very pleased to be opening our gates again this summer. For everyone who was looking forward to overnight camp, I share your disappointment. We have every intention of rebuilding the programs we offer in 2022, and that includes 'Resi'.

Despite the uncertainty that April brought, we decided to proceed with our plans to prepare for opening this summer. And I am relieved that we did. Had we delayed the beginning of our Spring staff even by one week, it would have been impossible to open on time.

We thought long and hard about what changes needed to be made to open safely and we've made them. And yet, with all the changes, our goal is to make camp as normal an experience as possible. We have attempted to structure this year's camp experience so that physical distancing is possible. Masks are going to be part of camp this summer, but we've made every effort to make to minimize their use whenever possible.

I want to end by asking you for your continued support. The changes we've made will take time to iron out. There will be some hiccups along the way I'm sure. As always, our priority is to keep everyone healthy and safe at KVC.



Peter Truman
Camp Director

Prior to Your Camp Session

There are two things that happen between now and the first day of Camp:

1. Camper Forms Need to Be Completed

In order to ensure that your child receives the best possible care, please return to your online account and complete all the mandatory camper forms at your earliest convenience. Delay in getting this information might make it difficult to offer services such as transportation and food. To return to your online account, please [click here](#) or follow the link via [our website](#). For insurance and liability purposes we require new forms to be completed for all campers each year.

2. An Email Regarding Your Session

You will receive an email from camp the week before each of your child's session(s) no earlier than Wednesday and no later than Friday. We will confirm all the necessary arrangements such as transportation information, what to pack, and other details. Please monitor your email, including your junk mail. If we do not contact you by the Friday before your child's camp session begins, please contact our office.

Communication

In general, the best way to submit requests and inquiries is by email. For inquiries, please send emails to info@kettlebyvalley.com.

For transportation inquiries, please use bus@kettlebyvalley.com

If you have many questions or, if you prefer the clarity of a conversation, we're happy to speak with you. Please be prepared to follow up any conversation with an email as we require all requests in writing. Our phone number is 905-726-4275. If you reach our voicemail, please leave a detailed message and we will return your call as soon as possible. We monitor our phones weekdays from 7:00 am to 6:00 pm.

Throughout the summer, we will also be sharing critical information **to you**. We often use email, so please monitor the address that you have provided us. We recommend that you monitor your 'junk mail' as well.

On occasion, we will reach out to you by phone. Please ensure that we have up-to-date contact numbers for you and your emergency contacts. If you need to update any of your numbers kindly email info@kettlebyvalley.com with details.

Sharing Information

Some parents might feel apprehensive about sharing information with us about their child such as their behaviours at school, increased or anxiety due to COVID-19, previous camp experiences, or medications that they take. They are worried that their child will be labeled while at camp and subsequently feel ostracized and be treated differently. This is simply not the case.

The truth is, by having this pertinent information, we are more capable and better equipped to ensure this does not happen. Knowing that your child has a learning disability, ADHD, difficulty making friends or has had an unfavourable camp experience in the past will help us to better meet their needs. It also helps us to better prepare our counsellors, gives us time to modify programs if needed, and match group needs with the best suited staff. The more we know about your child, the greater likelihood that they will have a fun and successful time at camp!

The Apprehensive Camper

Meeting new people can be stressful, even for adults. This, in addition to a new environment and new activities, makes it understandable as to why some may feel apprehensive. Children may also sense the apprehension of their parents. Responses such as, “I don’t want to go,” may be expected from a reluctant camper. We have had many years of experience dealing with these responses. Please be assured that our staff are trained to help campers through their apprehension with a compassionate yet firm approach. With this strategy, the apprehension almost always disappears in a matter of minutes.

Apprehension or Illness?

Many campers experience upset stomachs and other temporary ailments when they are nervous. Ordinarily, these symptoms can be attributed to their anxiousness. However, it must be understood that some of these symptoms are consistent with COVID-19. If the symptom cannot be explained or attributed to any other specific cause, they must be carefully monitored and acknowledged in the screening process.

There are always a handful of campers each summer who, prior to an activity such as rock climbing, might develop a mysterious stomach ache. This sudden illness almost always disappears as quickly as it came on once the rock climbing period is over. This year, public health guidelines instruct us to isolate a camper who develops symptoms at camp and contact parents for pick up. We will do what we can to work with campers in this situation. Please talk to your camper and try to make them understand the consequences of ‘mystery illnesses’.

Day Camp Essentials

Dressing For Day Camp

Here is the list of items that should be sent on a daily basis.

The Camper Should Be Wearing:

- footwear - closed toed running shoes (no sandals)
- t-shirt - light colours to repel sun and bugs (no tank tops)
- shorts or pants - depending on weather
- baseball hat or bucket hat
- sunscreen - a minimum SPF rating of 20

The Camper Should Bring:

- a backpack - to carry everything on the list
- 2-3 masks in separate, and labeled ziploc bags
 - We will be providing mask lanyards for all campers and staff to keep masks close at hand when they do not need to be worn. If your camper is attending for multiple sessions please ensure they return each week with their lanyard.*
- a bathing suit
- a towel
- a raincoat - even if rain is not in the forecast **(This year more than ever, we will be spending all day outdoors. We will only be going indoors if it is absolutely necessary).**
- a sweater - if the weather is supposed to be cooler
- sunscreen - a supply for each child
- snacks (peanut free) - if your child requires snacks prior to or after lunch or if they are not a fan of what is on the menu. Menu details can be found on [this page](#).
- a refillable water bottle - ***each cohort has their own water station***
- bug repellent - products containing 10% deet or less are recommended for children
- medication - labeled & in their **original** packaging - all medication must be turned into one of our First Aiders and stored in our Med Hut.

Campers are active all day, so please send them in clothing that is comfortable and that you don't mind coming home in less than perfect condition.

What to Leave at Home

Cell phones, iPads, toys, and expensive cameras can get damaged or lost during the long, active days. Public health has asked that campers refrain from bringing plush toys. Clothing and accessories like jewelry that is special or important should also be left at home.

Labeling Items Sent To Camp

Our counsellors will do their best to help campers keep track of the items that they bring. Inevitably, some things go missing, only to be found later (sometimes much later). We encourage you to LABEL EVERYTHING so lost items stand a better chance of getting back to their rightful owner. Prior to your child's first day of camp, take a **photo** of the items you are sending with them, it will help us better identify the item you are looking for if it is to get lost while here at camp. If something has been lost, kindly send a note by way of an email or bus describing as much about the item as you can. In the confusion of a busy day, items can sometimes get stuffed into the wrong bag. If your child comes home with something that looks unfamiliar, please send it back to camp. We have partnered with Mabel's Labels, a company with all types of labels that are colourful, indestructible, and fun! With a 'Camp Combo' pack, your camper can label absolutely everything! Simply proceed to buy through [Mabels Labels](#).

*Please note that if we find that a camper is consistently losing their items we will initial the tag with a marker.

Food at Camp

Campers are provided with a hot lunch every day. As always, campers with dietary restrictions will be provided with substitutions that meet their requirements. Our weekly lunch menu is [available on this page](#). All meals will be eaten in cohorts, and delivered to your child's shelter. This will limit the number of servings to two per person. We will also be unable to provide the usual pasta alternative to the regular meal. ***If your child is a picky eater, or if they require more than two servings, please send plenty of snacks.***

Food Allergies

Due to camper and staff allergies, our kitchen is a nut sensitive environment and we insist that all food products brought to camp do not contain peanuts, nuts, or foods that contain nut by-products. Please notify us as soon as possible if specific allergies or intolerances exist such as gluten free or dairy free, as we can make accommodations to our lunch program.

Day Camp Transportation

The Trip to Kettleby Valley

KVC is committed to meeting the guidelines presented by the provincial government, and we will be implementing measures to ensure the health and safety of everyone.

Busing has always been an important service to our families and we are fortunate to once again be working with Landmark Bus Lines to meet our transportation needs.

Parents/guardians are responsible for completing a daily screening by 7:45am. The screening will be completed online and you will receive a link prior to your session. Campers or staff who do not pass or do not complete the screening will not be permitted to board the bus. Parents may be asked to show their bus counsellor their phone to prove they have completed their camper(s) screening(s).

Masks are required for everyone boarding the bus and must be worn over their nose and under their chin during the entire bus ride. If a camper or staff member develops symptoms during the day, they will not be permitted to take the bus home and will need to be picked up within a reasonable amount of time.

Seats for campers will be assigned and campers must not change seats at any time during the bus trip. Buses will have a pre-assigned mandatory seating plan based upon siblings, day camp cohorts and other factors.

In an effort to minimize interactions among cohorts, campers will be required to depart on the same bus as they arrived. This year, we are unable to accommodate special transportation arrangements as we have in the past.

Eating and drinking, touching, spitting, and singing are not permitted on the bus.

Although it will look a bit different this year, we will continue to run the weekly bus competition, however, it will look slightly different:

- Campers can assist in making or bringing decorations to transform the bus.
- Decorations can go in empty seats and above windows; for campers who cannot reach, counsellors will assist, not other campers.
- Campers may also dance for the bus competition, as long as they remain in their bus seats and there is no singing accompaniment.
- In previous years, buses would carry an arts & crafts bin on the bus, in order to keep campers occupied and make decorations for the bus competition.
- In an attempt to minimize shared materials, our bus counsellors will be the only ones permitted to use the tape and scissors in the arts & crafts bin.

- Campers may use construction paper and/or colouring sheets, but markers must be sanitized after each use or campers may bring their own (but cannot share with others).

Transportation Options

Please ensure that you clearly fill out the mandatory Transportation Form to select home pick up and drop off, own transportation, or one of our corporate/central locations. Call our office if you require further details. If you would like to make changes to your transportation arrangements, please send it by email to bus@kettlebyvalley.com.

Home Pick Up & Drop Off

This option is available for families who live within our designated 'local' area. Our 'local' area includes Aurora, Newmarket, Richmond Hill, Maple and most of Vaughan (North of Hwy 7). We will email you between Wednesday and Friday the week prior to each of your child(ren)'s sessions with a 15-minute window. We ask that when we drop your child off, please give us an indication that you are home so that the bus counsellor does not have to go right to the door. *If you give us permission for your child to leave the bus without an adult present please notify us in writing through [email](#). Bus counsellors will wait until they enter the home.*

Corporate/Central Locations

If you are using one of our Corporate Locations or if you live in the Toronto area, transportation is provided from the following Central stops:

- 155 Consumers Road (8:00am/4:55pm) in North York
- 3500 Steeles Avenue East (8:10am/4:45pm) in Markham
- 3600 Steeles Avenue East (8:20am/4:40pm) in Markham
- 200 Wellington Street West (8:00am/4:55pm) in Downtown Toronto
- 300 Rosedale Heights Dr. (8:00am/5:00pm) in Thornhill

Please be on time. Buses leave on schedule.

Own Transportation

If it is more convenient to drop off and pick up your child(ren) at camp, we can arrange for you to do so. In advance of each session, an order of arrival and departure, based upon cohort size, will be arranged. Drop off may be as early as 7:30 am and as late as 8:40 am and pick could be as early as 4:15 pm and as late as 5:30 pm. **Your exact drop off and pick up times will be sent to you via email the week before your camper's session.** This information will be sent no earlier than Wednesday and no later than Friday. Accommodations and exceptions may be made for families who are dropping off more than one camper or for families who cannot (for good reason) meet the time restrictions we have provided.

Parents will drive through the red gates and follow the driveway up to the two white large tents where you will be greeted by our "Before Hours" staff. Parents must remain in the vehicle, and wear a mask while signing in their camper. The campers will exit the vehicle and be shown where to go. Programming will include crafts, games, hikes and other activities.

Because we will be interacting across day camp cohorts, campers and staff will be required to physically distance and wear masks throughout arrival and departure. Mask-free time will also be made available at the discretion of the supervisors.

Transportation Information

Keeping Campers Safe On the Bus

This year, campers will be given assigned seats on the bus and will not be able to switch during the ride. Siblings may be seated together, and windows will be open to improve ventilation. Campers and staff will be required to wear a mask while on the bus. Once the bus arrives at camp, campers will unload starting at the front and head to their group's shelter, where they can physically distance themselves and remove their masks. Although limited in comparison to past years, we will still have programming and activities on the bus.

Finding Out Your Bus Times

We will contact you via email to confirm transportation information, give more detailed bus times, as well as remind you of what to pack for camp no earlier than Wednesday and no later than Friday. Please know that the bus times given are estimates.

Making Other Arrangements

We want to make transportation as convenient and flexible as possible. However, safety and supervision are our first priorities. If you wish to make alternative arrangements such as picking your child(ren) up at camp, please give us 24 hours notice in writing. An email is ideal. All changes will be confirmed with you. It is also important to note that if someone other than the parent/guardians are picking up or meeting your child(ren), we must be notified in writing with the full name of who is authorized to do so. We also ask that anyone who is authorized to pick up or drop off your child knows and understands our policies and procedures.

Meeting the Bus

For parents using Corporate Locations, please have your child(ren) at the location in plenty of time to meet the bus. The time we quote is the time the bus departs. The bus driver is instructed to wait no longer than a couple of minutes. Please call if you are running late and we will do our best to hold the bus. When the bus returns at the end of the day, please do not leave with your child(ren) without speaking to our bus counsellor. This way we know that we leave your child(ren) with the appropriate person.

Things to Keep in Mind

- Please have your screening complete prior to the bus arriving.
- Please have your child(ren) prepared and waiting by the door. Our bus counsellors will ensure campers safely board and exit the bus.

- If you allow your child(ren) to be left at home alone or leave the pick up location on his or her own, you must notify us in writing.
- Even with the best laid-out plans in place, transportation may be delayed due to unforeseen circumstances. If the bus is delayed more than 15 minutes, we will make every effort to contact you.
- If your child(ren) is unable to attend camp on a particular day, please call the camp before your pick up time and we will notify the bus counsellor.
- If the bus is running late, please do not stop the bus for an explanation. Contact our office and we will provide you with any further information.

Transportation E-mail

bus@kettlebyvalley.com

Absences, Late Drop off or Early Pick-Up

If your camper will not be attending camp please notify the office as early as possible. This can be done by way of an email to bus@kettlebyvalley.com or by calling the office 905-726-4275.

If your camper will be arriving late please inform the office so that we can inform the bus.

When you arrive to drop them off please park in the first parking lot after you come up the hill. ***Do not go through any gates.*** Please remain in your car and call the office at 905-726-4275. A staff member will confirm that the screening has been completed and sign them in. We will then arrange for them to meet up with their group.

If your camper must leave early please notify the office by sending an email to bus@kettlebyvalley.com and provide their name and pick up time. We ask that early pick-ups be no later than 3:00pm.

When you arrive at camp do not get out of your car and call the office at 905-726-4275. We will attempt to have your camper at the office just prior to the time you have indicated pick up will be.

Integrated One to One Program

For many years, Kettleby Valley has offered integrated opportunities for campers with Down Syndrome, on the Autism Spectrum, and other exceptionalities. The program is made possible by providing a 1:1 camper to staff ratio. While 1:1 campers enjoy the same activities offered to other campers, they also benefit from the added assistance and support of a sole counsellor.

This program provides an opportunity for campers with exceptionalities to participate in our program in a positive manner, discover their full potential and foster qualities such as diversity, empathy, and tolerance. We offer a limited number of spots each week and they fill up very quickly! Please contact our office for details or if you have any questions.

Weekly Themes

Week 1	July 5-9	Rock Through the Ages
Week 2	July 12-16	Surf's Up
Week 3	July 19-26	Big Top Circus
Week 4	July 26-30	Outer Space
Week 5	August 3-6	Under the Sea
Week 6	August 9-13	Medieval Times
Week 7	August 16-20	Spy Kids
Week 8	August 23-27	Walt Disney

These themes will be used mostly on the bus for our weekly decorating competition. Certain Day Camper activities will also incorporate the themes into their weekly programs. Unless requested by the bus counsellor it is not necessary to send items relating to these themes.

Please feel free to send any items you think would be helpful for your camper to have for the there during their session(s). We suggest that you do not send any special items or items that might require extra care or assistance to use.

Leader-in-Training Program

Our Leader-In-Training Program is for teens who have just completed grade 9. This program provides an excellent opportunity to learn leadership strategies, build team skills, and develop a healthy work ethic. As an 'LIT', campers are expected to take on responsibilities associated with counseling and instructing while being supervised and guided. The 2021 LIT Program is a two-week commitment. Further details can be found [here](#).

Each candidate completes an application and takes part in an interview. The candidates are chosen based on their performance during the interview and on their merit. It should be understood that the program is designed to present each Leader in Training with new experiences and this begins with the application process. We are looking for individuals that are ready to take on greater responsibilities than that of a regular camper. The program is structured so that from the beginning steps of the application and interview process applicants are strongly encouraged to complete each step with minimal help from his or her parents. This represents the first step in taking on the additional expectations of being an 'LIT'.

Health and Safety

Screening

Campers and staff will be required to complete and submit a daily health screening. We will be using the [Memotext](#) platform, a link will be sent to you with your bus or drop off/pick up times the week prior to your session. If the camp participant fails the screening tool, they cannot attend camp. This screening must be completed each day prior to boarding the bus or being dropped off at camp. We ask that you complete your screening before 7:45am.

What happens if a camper or someone in their household is showing symptoms of COVID -19?

If a camp participant, staff, or visitor begins to experience symptoms of COVID-19 while attending day camp, the symptomatic individual will be immediately separated from others in their cohort and taken to a pre-established, supervised isolation area. Parents will be contacted and asked to pick the camper up. In order for that child to return to camp, parents will be required to fill out an attestation form, declaring that their child:

- Has seen a health care provider, and been provided with a diagnosis other than COVID-19.
- Has received a negative COVID 19 test.
- Has stayed home for 10 full days.

If a camper or someone in their household is showing symptoms of Covid-19, and as a result the camper must stay home from camp, or a camper is required to stay home due to a public health order, a credit will be issued.

Probable or Confirmed Cases of Covid- 19

One or more probable or confirmed COVID-19 cases in a camp participant or staff member requires collaboration with the local public health unit, who will determine the exposure risk and provide direction for all contacts and determine next steps based on their investigation and risk assessment.

The “Med Hut”

Due to the nature of our outdoor activities, scrapes and bruises are bound to happen. A fully qualified First Aider is always available to attend to all campers’ medical needs. The information you provide on the Camper Health History Form is confidential and only shared with the staff who are responsible for your child’s health and safety. While at camp, any prescription medications that your child may require will be accessible and administered only by the First Aider. Our “Med-Huts” are fully stocked with dressings, ointments, and many over the counter medications such as Benadryl and Tylenol. If the First Aider feels a phone call home or further medical attention is necessary they will reach out to you.

Administering First Aid

This year, in order to minimize close contact between first aiders and campers/staff, each lead counsellor will be trained in Standard First Aid. If a camper has a minor injury (ie: small scrape), the lead counsellor will treat the injury, document it on a First Aid slip, and give the slip to a First Aider/Section Director. If the camper has a more serious injury or requires a diagnosis, the Lead Counsellor will radio a first aider, or bring the camper to the Med Hut/First Aid Tent. The First Aider will assess the camper from a distance and provide the lead counsellor with guidance on how to treat the camper. If the camper requires treatment from the First Aider themselves, the First Aider will put on the appropriate PPE and treat the camper. If a camper develops COVID-19 symptoms during the day, parents will be contacted to pick up the camper.

Effects of the Sun

In order for campers to enjoy the outdoors, our staff will continuously teach campers to protect themselves from the sun by asking them to do the following:

1. Always wear their hat.
2. Always wear sunscreen.
3. Always bring their water bottle.
4. Whenever possible, stay in the shade.
5. Always wear protective clothing, in particular light coloured, loose fitting clothing.

It is recommended that waterproof sunscreen with a minimum SPF rating of 20 be used. Please send a supply of sunscreen every day with your child(ren)'s name clearly marked on the container. If you prefer that your child(ren) does not wear sunscreen please provide these instructions in writing.

Our camp, located on 60 acres, is covered with 45 acres of forests. Natural shade, tents and several indoor sites means that unnecessary exposure to the sun is eliminated.

Code of Behaviour

Our goal is that everyone who visits our Camp has the opportunity to enjoy themselves without being negatively affected by the inappropriate behaviour of other campers. It is therefore important that each Camper and their family know and understand our Code of Behaviour.

Physical Aggressiveness: Under no circumstances shall a Camper strike, push, or otherwise attempt to physically harm anyone.

Verbal Teasing: This includes discrimination, exclusion, or any form of communication that might reasonably make someone feel uncomfortable.

Respect for Safety: Campers are expected to obey the Camp's rules to ensure the safety of themselves and others.

We understand that everyone makes mistakes. However, if any Camper consistently exhibits behaviour that is detrimental to others in their group, it must be understood that they may be dismissed from our Program without refund. Please feel free to contact our office with any questions.

Failure to abide by this code will result in the following actions:

- 1) A phone call home and a Behavioural report sent home.
- 2) If the behaviour occurs again the Camper will be required to take a day off from Camp.
- 3) If the behaviour occurs again upon their return to Camp they will be dismissed from Camp for the remainder of their session(s).

Gender Inclusive Policy

At Kettleby Valley Camp, we wish to support campers and staff who see gender as a spectrum rather than binary, and we strive to create an inclusive environment for everyone. Access to gendered spaces such as washrooms, change rooms, and cabins will be determined on the basis of their gender identity. In the case of non binary gender identity, campers are permitted to select the washroom or change room which they feel most comfortable for their session. Camp is for everyone and we are committed to ensuring that all campers feel safe and comfortable throughout their time at KVC.

Where to Find Us

Please use [Google Maps](#) and our address:
609 Kettleby Road, Kettleby ON for assistance.

About Us – Our History

Established in 1957 by Bill and Jean Babcock, RICHILDACA began as a day camp located in Richmond Hill. By the early 60's, RICHILDACA had established the Kettleby property as their home and began to offer more traditional, outdoor based activities. Soon, activities such as canoeing, camp craft, swimming and horseback riding became the staple for each campers' experience. During the year, RICHILDACA grew to accommodate residential programs and offered outdoor education for a variety of school boards.

In 1998, Kettleby Valley began leasing the RICHILDACA site and offered day camp experiences for children from the local community. Kettleby Valley also established partnerships with corporations such as TD Bank, IBM, Kodak and Hudson's Bay Company. Employees of these companies would bring their children to their work locations, where school buses would bring them to the camp and return them at the end of the camp (and work) day. Following in the footsteps of RICHILDACA, a year-round program for school groups was developed.

In 2005, the original camp property was purchased, followed by the purchase of the 30 acres directly south. Once the purchase of the properties was made, some much needed improvements to the facility began to unfold. A new canoe building, a second climbing wall, additional washroom facilities, two bouldering buildings, two new pool house change rooms and a second pool were just a few of our projects. In late 2009, construction began on our new Dining Hall. The Dining Hall was completed just in time for our 2010 summer season. Most recently in 2012, we added a second high ropes course and a paintball course.

Like RICHILDACA, Kettleby Valley began humbly and grew over time. We continue to carry on the tradition that Bill and Jean started so many years ago.