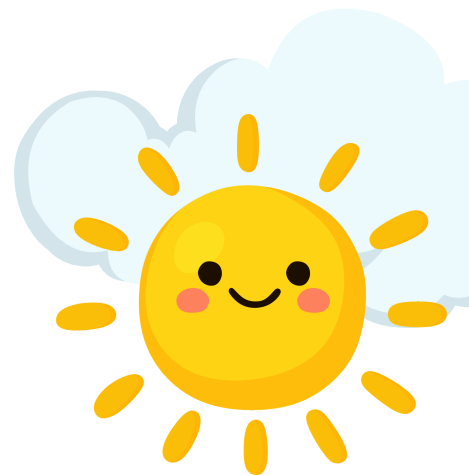
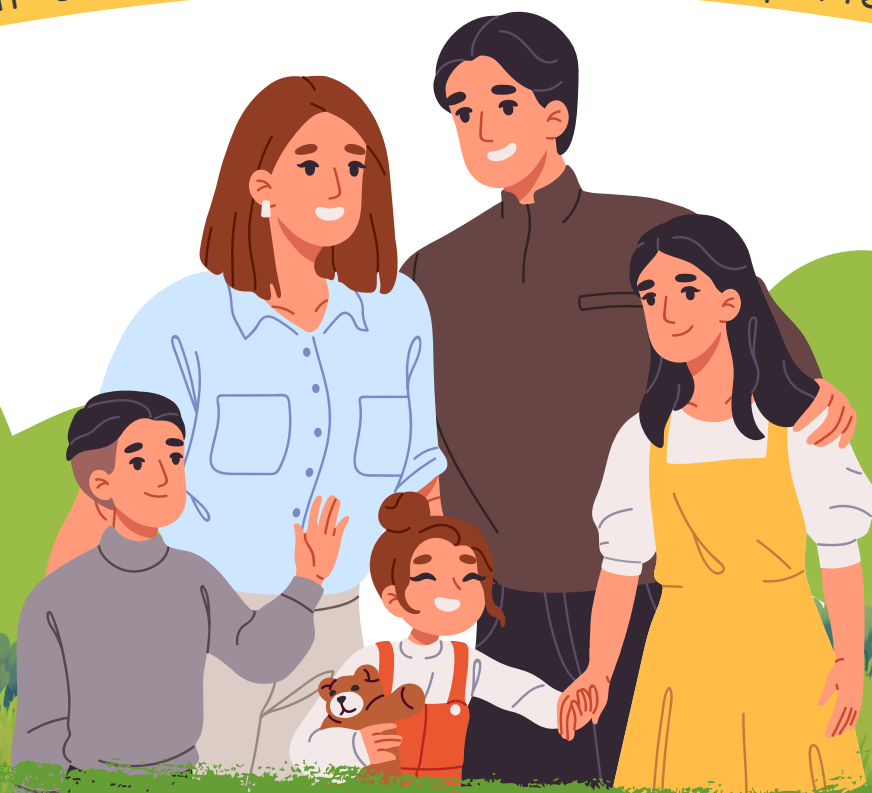


MSC Summer Day Camp



Parent Handbook

Your Guide to the Summer Camp Experience



Working Together for a Safe, Fun, and Memorable
Summer



519-867-2651



www.stclairtownshipcommunityservices.ca

Welcome to MSC Summer Camp

Thank you for choosing MSC Summer Day Camp for your child's summer adventure. We are excited to welcome your camper for a summer filled with learning, growth, and fun.

To help you and your camper prepare for the summer ahead, please take a few moments to review the information in this handbook carefully. Our day camp curriculum is guided by the principles, policies, and values of St. Clair Township and incorporates the HIGH FIVE® Principles of Healthy Child Development. This intentional approach ensures programming is developmentally appropriate, engaging, and focused on positive experiences for every child.

At MSC Summer Day Camp, everything we do is designed to support your child's growth the MSC Summer way— through meaningful play, positive relationships, and safe, inclusive experiences. If you or your camper have any questions at any time, we encourage you to reach out. We are happy to help and look forward to working together to make this a memorable summer.

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Camp Hours & Extended Care

The structured camp program operates between **8:30 a.m. and 4:30 p.m.**

Extended Care Hours

- Morning Extended Care: **7:30 a.m. – 8:30 a.m.**
- Afternoon Extended Care: **4:30 p.m. – 5:30 p.m.**

Families who drop off their child **before 8:30 a.m.** or pick up their child **after 4:30 p.m.** will automatically be charged the applicable Extended Care fee, as their child will be participating in the Extended Care program during those times.

Late Pick Up from Camp:

Camp Extended Care closes promptly at **5:30 p.m.**

Families arriving after 5:30 p.m. will be charged a **Late Pick-Up Fee of \$15.00 per 15-minute interval (or portion thereof)**. This fee is applied each time a late pick-up occurs and will be added directly to the family's account.

Examples:

- Pick-up anytime between 5:31 p.m. – 5:45 p.m. = **\$15.00**
- Pick-up anytime between 5:46 p.m. – 6:00 p.m. = **\$30.00**
- Pick-up anytime between 6:01 p.m. – 6:15 p.m. = **\$45.00**

We ask all families to make every effort to arrive on time. Late pick-ups require staff to remain beyond scheduled hours and impact camp operations.

Authorized Pick-Up Procedures:

For the safety and security of all campers, only individuals listed on the registration form as authorized pick-ups may collect a child from camp.

- Authorized pick-ups must be **16 years of age or older**.
- **Government-issued photo identification is required every day** when picking up a child.
- Camp staff will verify identification before releasing a camper.
- No exceptions will be made to this policy.

If someone not listed on the registration form must pick up your child, the camp office must be notified in advance and provide authorization before the child can be released.

Sign-In & Out Procedures

To help ensure camper safety, all campers must be signed in and out each day by a parent or guardian who is at least 16 years old. During sign-in, you will specify who is authorized to pick up your camper at the end of the day. Campers will only be released to those listed as authorized. Photo ID will be required every day. Please notify Moore Sports Complex staff at 519-867-2651 if there are any changes to authorized pick-up individuals.

Morning Drop-Off (Sign-In)

- All campers must be signed in daily by a parent/guardian or authorized adult; children may not sign themselves in or arrive unattended.
- Sign-in takes place at the designated camp check-in area where staff will greet families and record attendance.
- Parents must inform staff at drop-off of any important updates (health concerns, medication, changes in pickup, or anything affecting the child's day).
- Late arrivals must still be signed in at the check-in area upon arrival.
- Only individuals listed on the authorized pick-up/drop-off list may sign a child in if the parent/guardian is not present.
- Children are not considered under camp supervision until they have been officially signed in.

Afternoon Pick-Up (Sign-Out)

- All campers must be signed out daily by a parent/guardian or an authorized pick-up person.
- Pick-up takes place at the designated camp location; staff will release campers only once sign-out is completed.
- Only individuals listed on the authorized pick-up list may collect a child, and **photo ID is required at the time of pick-up**.
- Parents/guardians must notify staff in advance of any changes to pick-up arrangements.
- Campers will not be released to anyone who is not authorized.
- Please ensure prompt pick-up at the scheduled end of the program; late pick-ups may be subject to additional fees.

Typical Camp Day

TYPICAL DAY AT CAMP	
7:30am-8:30am	Optional AM extended care
8:30am-9:00am	Camper drop-off
9:00am-9:30am	Opening activities and morning announcements
9:30am-12:00pm	Camp fun! (craft, active games & circle activities)
12:00pm-12:30pm	Lunch time
12:30pm-3:30pm	More camp fun! (nature exploration, water activities & cooperative games)
3:30pm-4:00pm	Quieter activities / games / more indoor activities
4:00pm-4:30pm	Camper pick-up
4:30pm-5:30pm	Optional PM extended care

Programming Expectations

MSC SUMMER Day Camp offers a wide range of activities designed to provide fun, engaging, and developmentally appropriate experiences for campers, guided by the principles of MSC SUMMER Canada's Healthy Child Development.

Programming is designed to grow with your child, offering increasing variety and challenge as campers progress through our programs. Activity listings in brochures and on our website are intended to provide examples of what may be offered and should not be considered a guarantee of participation in any specific activity on any given day.

Many activities are weather dependent and may be modified or cancelled due to conditions such as extreme heat, thunderstorms, or other safety concerns. Some activities may also be affected by unforeseen circumstances, such as equipment or mechanical issues.

In addition, programming may be adjusted due to staffing changes, participant behaviour, or the number of participants in attendance. These adjustments are made to ensure safe supervision, appropriate group management, and a positive experience for all campers.

While staff will make every effort to deliver a full and engaging program, changes may be required at any time to ensure the safety and wellbeing of all campers. For more details about daily programming, please speak with your child's on-site leadership team or camp counsellor.

Parent Communication

We strongly encourage open communication and are always happy to speak with you about your child's day camp experience. Parents will always have the opportunity to connect with Counsellors in person at sign-in or sign-out; however, please note that these interactions take place in a shared camp environment and may not always provide a private or confidential space for discussion.

If you have questions or concerns related to programming or daily activities, please speak with the **Crew Leader**. The Crew Leader is on site each day and serves as your primary point of contact for day-to-day camp operations.

If the Crew Leader is unavailable at the time of your visit, you may contact the Sports Complex office and staff will arrange a follow-up call.

If there is any important information regarding your child that may affect their experience during the program, please ensure you communicate this to the Counsellors at **drop-off**. This helps us support your child in the best way possible throughout their day.

You are also encouraged to email or call the **Camp Coordinator** directly at mrottier@stclairtownship.ca or call at 519-867-2651 for any additional questions or concerns.

Themed Weeks / Days

MSC SUMMER Day Camp features themed weeks designed to enhance the camper experience through fun, engaging, and creative programming. Each week, activities are planned around a central theme that helps guide games, crafts, challenges, and special events.

These themes are used to inspire staff in creating a variety of activities that encourage participation, imagination, teamwork, and skill-building. While the weekly theme shapes programming, campers will still experience a wide range of traditional camp activities such as outdoor play, sports, arts and crafts, and group games.

Themes are intended to add variety and excitement to the camp experience and are not limited to a single type of activity or subject area. All themed programming remains flexible and may be adjusted based on weather, staffing, or group needs to ensure a safe and enjoyable experience for all campers.

See below for the scheduled Themed Weeks in 2026.

2026 SUMMER CAMP THEMES		
Week 1	June 29 – July 3	Memory Making Week
Week 2	July 6 – 10	Brain Boost Week (Science)
Week 3	July 13 – 17	Rise of the Hero's Week
Week 4	July 20 – 24	Chill and Cheer Week (Slumber/Bash)
Week 5	July 27 – 31	Soak it Up Week (Water Games)
Week 6	August 4 – 7	Champions in Training Week (Sports)
Week 7	August 10 – 14	Colour Your World Week (Art)
Week 8	August 17 – 21	Fan Fest Week (Comic Con)
Week 9	August 24 – 28	Trailblazers Week
Week 10	August 31 – September 4	One Last Adventure Week

What to Bring to Camp

Campers are responsible for all items they bring to camp. While staff will support campers in managing their belongings, it is important that each child is aware of what they have brought each day.

Camp is active and can be hard on clothing, so we recommend avoiding new or expensive items. Comfortable, durable clothing is best for daily participation.

Proper footwear is required for safety and participation. Running shoes are strongly recommended.

MSC SUMMER Day Camp runs rain or shine. Please check the weather each morning and ensure your child is dressed appropriately for the day's conditions, including rain gear, sun protection, or extra layers as needed.

Label Everything

We strongly recommend using iron-on or stick-on labels, or permanent marker, to clearly identify all camper belongings.

Campers are expected to take responsibility for their own items. To help support this, we encourage campers to assist in packing their backpacks each day, so they are aware of what they are bringing to camp.

Please note that the Township of St. Clair is not responsible for any lost, misplaced, or damaged clothing or equipment at camp or while traveling between locations.

Day camp Packing List

Please ensure your camper comes prepared each day with the following items:

- Appropriate clothing for weather conditions (jacket, rain gear, and rubber boots)
- Comfortable, closed-toe footwear (running shoes preferred). *We recommend not wearing flip-flops, Crocs, or sandals for safety reasons. [WARNING – foot ware may get wet]*
- Crocs or sandals to wear in during water activities (including slip and slide / splashpad)
- Sun hat and sunscreen (waterproof, minimum SPF 30)
- Swimsuit and towel
- Refillable water bottle (**essential** – metal or durable plastic recommended)
- Insect repellent (for outdoor camp programs)
- Lunch, snacks, and drinks (see details below)
- All items should be packed in a properly sized backpack each day

Lunch, Snacks & Food Guidelines

Campers are active throughout the day and may be hungrier than usual. Please pack a **large, nutritious lunch**, along with **3–4 snacks**, drinks, and a **refillable water bottle**.

To support the environment, we encourage the use of clearly labelled, reusable containers. An insulated lunch bag with an ice pack is strongly recommended to keep food cold. You may also freeze drinks (such as water bottles or juice boxes) overnight to help them stay cool.

MSC SUMMER Day Camp does not provide lunch or snacks. We are a **nut-free camp**, and we ask families to avoid all peanut and tree nut products to protect campers with severe allergies.

Campers do not have access to microwaves, refrigerators, or food services. Please do not send items that require heating or expect campers to purchase food during the day—lunch must be fully packed from home.

Staff are instructed to **monitor camper lunches** to help identify any potential medical or dietary concerns and to support camper wellbeing. During the scheduled snack and lunch breaks, staff will also encourage campers when to eat the main components of their lunch (such as sandwiches, pasta, or soup) to help ensure balanced nutrition and sustained energy throughout the day.

Unlike a school day (approximately 6.5 hours), camp days may extend up to 10 hours depending on your families specific registration needs. Our goal is to support campers in making healthy and

informed choices during snack and lunch times so they can maintain energy throughout the full camp day.

If parents/guardians have concerns related to their child's eating habits or nutritional needs, it is their responsibility to contact the MSC office so we can ensure appropriate notes and updates are made to the child's registration.

What NOT to Bring to Camp

For the safety and enjoyment of all campers, the following items are **not permitted** at MSC SUMMER Day Camp:

- Peanut or nut products (we are a nut-free camp)
- iPods / iTouch, video games, or other electronic devices
- Cell phones
- Knives or any other weapons
- Matches or lighters
- Pets
- Personal toys
- Playing cards or trading cards

MSC SUMMER Day Camp will not be responsible for any lost, broken, or stolen items.

Lost & Found

All Lost & Found items will remain at the camp site until the end of the summer. Socks and underwear will not be retained.

At the conclusion of camp, unclaimed items will be moved to the Moore Sports Complex and will be retained for a period of **14 days only**. After this time, all remaining items will be disposed of.

Inclement and Hot Weather

Campers spend a considerable amount of time outdoors at the MSC SUMMER Day Camp. In the event of inclement weather, activities will be modified as needed to ensure camper safety. For safety reasons this may include spending more time indoors.

During periods of hot weather, MSC SUMMER Day Camp staff will modify programming to ensure the health and safety of all participants. This may include frequent water breaks, increased water-based activities, reduced intensity games, and use of shaded or cooler areas.

These precautions are in place to ensure campers continue to have a safe, comfortable, and enjoyable camp experience, even during extreme weather conditions.

Camper Behaviour

At MSC SUMMER Day Camp, we follow the [St. Clair Township Program Behaviour Expectations & Behaviour Response Plan](#) to help guide how we support camper behaviour in a fair, consistent, and safe way.

Our goal is always to help campers succeed at camp by using clear expectations, positive reinforcement, and supportive intervention when challenges come up.

When behaviour concerns arise, staff will respond using a **progressive approach** as outlined in the Township policy which can be found on our website. In most cases, this begins with reminders and redirection, followed by staff support and parent/guardian communication if the behaviour continues or becomes more disruptive.

If concerns persist, further steps outlined in the Township Behaviour Response Plan may be taken. This may include formal behaviour discussions with both campers and parents/guardians, temporary suspension from camp, or, in more serious cases, removal from camp. In situations where a camper's behaviour poses an immediate safety risk to themselves, other campers, or staff, immediate action may be required in accordance with Township policy, including removal from camp. All decisions are made with the safety of campers and staff, and the overall camp experience, as the top priority.

We encourage families to review the full **St. Clair Township Behaviour Expectations & Behaviour Response Plan** for more detailed information on how situations are addressed.

If there is anything we should be aware of to help support your child's success at camp, please contact the MSC office so we can work together.

Camper Health and Wellbeing

Your child's safety is our top priority. All MSC SUMMER Day Camp staff are fully trained and certified in Standard (Intermediate) First Aid and CPR.

For minor incidents, staff will provide immediate and appropriate care on site. Counsellors carry basic First Aid kits at all times.

If a camper requires medical attention beyond minor care, staff will take the necessary steps to ensure their safety, which may include staff-accompanied transport to the nearest hospital and/or calling emergency services (ambulance) if required. Parents/guardians or emergency contacts will be notified as soon as possible, and staff will remain with the child until a parent/guardian arrives. Please note that any associated costs (such as ambulance fees) are the responsibility of the parent/guardian.

All campers are expected to be toilet trained prior to attending day camp.

Medications

If your child requires medication at camp, parents/guardians must first contact the Camp Coordinator directly by email or phone for prior approval before bringing any medication to camp.

Staff will not accept any medication without prior approval from the Coordinator or in his/her absence the Crew Leader.

All medication must be provided in the **original container**, clearly labelled with the child's name and full instructions for use. Parents/guardians are also required to complete a **Medication Administration Form**.

MSC SUMMER staff will collect approved medications each morning and store them securely at the office for safe administration throughout the day.

Medications that may be required immediately, such as an asthma inhaler or EpiPen, will remain with the camper or their Counsellor as appropriate to ensure quick access in an emergency.

Absence

If your child will be absent from camp, please call the Moore Sports Complex at 519-867-2651 directly and report the absence to the Customer Service Representative. The Customer Service Representative will relay the appropriate information to the camp counsellors and Crew Leader.

If leaving a voicemail, please include your child's full name, the specific program they are registered in, and the reason for the absence.

If a camper is not present for morning attendance and no absence has been reported, MSC SUMMER staff will contact the emergency contacts listed on your child's registration.

Please review our Cancellation Policy as it is clearly outlined in your Registration Confirmation.

If at any time you require further information or clarification, please do not hesitate to contact the Moore Sports Complex. Our staff will be happy to assist you - Phone 519-867-2651 or email at info@stclairtownship.ca

Holidays / Cancellations

Please note that MSC SUMMER Day Camp will be **closed on the following Holidays:**

- **Canada Day** - Wednesday, July 1, 2026
- **Civic Holiday** - Monday, August 3, 2026.

In the event of any unexpected closures, staff will contact families using the phone numbers provided on the child's registration profile. An email will also be sent to the email address on file, and updates will be posted on our official Facebook page.

We will always provide as much advance notice as possible in these situations.

Photography & Media

Photographs are taken throughout the camp season to capture activities and camper experiences. Your child's photo may be used in publications and promotional materials produced by the Township of St. Clair.

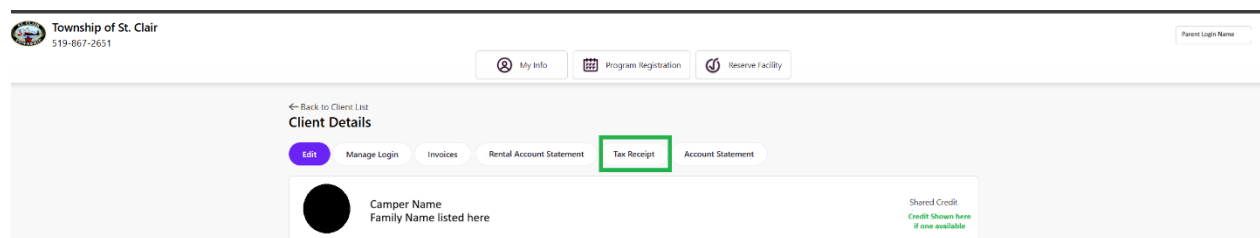
If you **do not** wish for your child's photo to be used, please ensure this is indicated on your child's registration profile and that their **photo release form is up to date** prior to the start of camp. If you need to make changes, please contact the Moore Sports Complex at 519-867-2651.

Tax Receipts

For eligibility criteria, please refer to your tax return information package.

Receipts are issued at the time of registration and can also be accessed through your online registration profile. Parents/guardians are able to log in at any time to view and print tax receipts as needed [see below].

Please ensure you keep all original receipts for your records.



Change of Contact Information

Please inform the Moore Sports Complex office at **519-867-2651** if any of your contact information changes.

It is important that we maintain current details on file, including phone numbers, email addresses, mailing addresses, and emergency/authorized pick-up information.

Feedback

We hope every child has a fun, safe, and memorable experience at MSC SUMMER Day Camp. Our goal is for campers to enjoy their time with us, build friendships, and try new activities in a supportive environment.

We also greatly value feedback from parents and guardians. Your input helps us continue to improve and grow our programs for future camp experiences.

We invite you to complete our feedback form here: [Please Complete our Online Feedback Form](#)

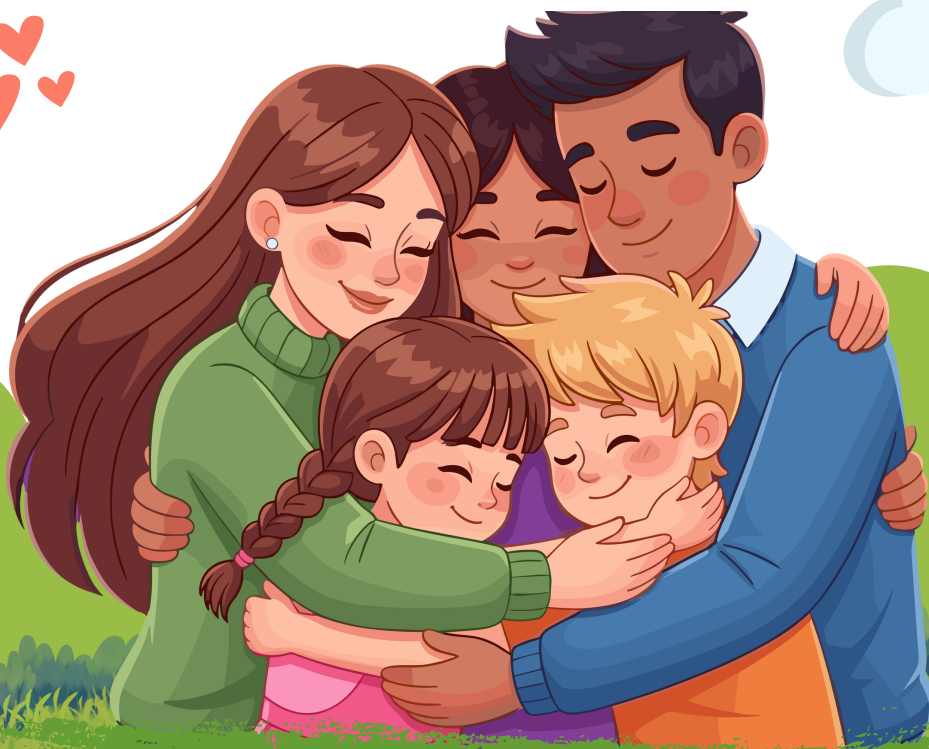
Please note that positive feedback may be used in future promotional or advertising materials.

MSC Summer Day Camp

Partnering Together for an Amazing Summer!

Thank you for choosing MSC Summer Day Camp. Together, we can create a safe, fun, and memorable summer experience that helps your child grow in confidence, friendships, and new skills.

Should you have any questions or need assistance, feel free to reach out to us.



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