

Parent and Caregiver Handbook for Albion Hills Field Centre

Welcome Camp Families!

Thank you for joining our community at Albion Hills Field Centre. We believe each child deserves the opportunity to spend their summer days learning, exploring and playing outdoors. During their one-week overnight camp experience, the forests, streams and meadows of Albion Hills will become your camper's backyard.

Our camps focus on the individual, helping to develop a deep connection with nature and prioritizing skill-based learning. With the support of our experienced camp counselors, campers will learn all kinds of fun activities to do outside immersed in nature. From building fires to riding a mountain bike to identifying butterflies, each camper will embrace an outdoorsy lifestyle.

Our camp is an opportunity for your child to disconnect from electronic devices and immerse themselves in nature. We are an electronics-free camp for children under the age of 14 (no cameras, cell phones, iPads, etc.), but we do have a camera sign-out available for campers who would like to take pictures during appropriate times (i.e. not in the dorm areas, or during running games). Our staff will also be taking pictures during the week.

Typical Day Schedule

We encourage you to review this with your camper to get them familiar with flow of the camp day. The programs will be somewhat flexible so we can follow the interests of the group. We have set meals and break times and fresh fruit is always available.

7:30 am Wake-up and Shower Time

8:00 am Breakfast Time in the Dining Hall

9:00 am Chores and Free Time

9:30 am Morning Program

12:30 pm Lunch in the Dining Hall (or a packed lunch for exploring days!)

1:30 pm Free Time (supervised – board games, outdoor sports, self-led crafts)

2:00 pm Afternoon program, pool visit and free time

5:30 pm Dinner in the Dining Hall

6:30 pm Evening Activities

8:30 pm Evening Snack

9:00 – 10:30 pm Bedtime routine and lights out

During their morning and afternoon programs campers will be exploring the site. They will be learning a variety of skills, such as how to build forts and tend to a fire, how to ride a fat-wheeled mountain bike on a trail, how to work as a team during our low-ropes challenges, and how to use a GPS device to lead them to geocaches! They will have organized games, friendly competitions, and knowledge-based scavenger hunts, as well as downtime splashing in the stream, catching frogs by the pond, or creating nature art under a favourite tree. We will visit the pool and splash pad multiple times throughout the week for a swim.

Supervision

- Diana Wilson is the Senior Manager at Albion Hills Field Centre. Please direct questions, comments or concerns to Diana at diana.wilson@trca.ca. You can call or text the camp phone at 647-537-4184.
- Albion Hills staff will maintain a ratio of 1 staff for every 10 campers at all times during camp. There will always be a minimum of two staff staying on-site overnight with the campers.
- Our Summer Camp Counsellors are all first aid trained and have their vulnerable sector screenings (police checks).

Getting Ready for Camp Step-by-Step

- 8 weeks before camp:
 - Fill out your camper registration form: This includes lots of information that will help us create a great experience for your child. The earlier you can fill it out the better!
 - Cabin mates: Submit your cabin mate requests on your registration form.
 - Accessibility: Indicate accessibility accommodations on your camper registration form and the camp director will follow up with you over email
- 1 week before camp
 - Pack: Make sure you have all the items on your packing list.
- First day of camp (Sunday):
 - Plan to arrive at camp between 3p.m. and 4p.m. on Sunday
- During camp:
 - Share an excited phone call home and enjoy the week!
- Last day of camp (Friday):
 - Pick-up is between 4p.m. and 5p.m. on Friday

What to Pack

We try to be outside as much as possible, so please ensure your child is prepared for the outdoors rain or shine. During severe or dangerous weather, campers will move indoors and participate in alternate activities.

Clothing:

- Three pairs of light pants and/or shorts (at least one pair of lightweight long pants)
- Three shirts
- One warm sweater or sweatshirt (for chilly nights!)
- One pair of outdoor shoes
- One pair of indoor footwear (slippers, slides or pull-on runners)
- One pair of rubber boots
- At least one pair of socks per day
- Change of underwear for each day + one extra
- One pair of pajamas and/or lounge wear for evenings
- One waterproof jacket or raincoat
- Wide-brimmed hat
- Bathing suit and swim towel

Toiletries:

- Full bottle/tube of sunscreen (SPF 30 or greater)
- Insect repellent
- Reusable water bottle
- Toothbrush and toothpaste
- Comb
- Soap and shampoo (biodegradable preferred)
- Facecloth and bath towel

Sleeping Equipment:

- Pillow and pillow case
- Sleeping bag or sheets/linens for a twin sized bed

Optional Extras:

- Art supplies or journal
- Books for bedtime reading
- Board games
- Guitar, ukulele or other instrument
- Flashlight

Please note: Albion Hills Field Centre is not responsible for lost or stolen items.

Please do NOT bring:

- Spray products or aerosol cans
- Any food/candy/gum/beverages
- Knives, hand axes or weapons of any kind

Packing Tips:

- Please ensure all clothing and equipment is clearly labelled with the campers first initial and last name.
- To avoid disappointment of returning home without a favorite (and costly) item of clothing we strongly recommend that you leave those at home and pack clothing that can get dirty!
- Keep packing as simple as possible and try not to over pack. Ideally, all personal belongings can fit into either one or two pieces of luggage.
- Laundry machines will be available to wash muddy clothing if needed.
- Parents, please pack WITH your camper. This helps reduce lost and found items because your child can recognize what was packed, and it also helps to prepare your camper for the camp experience.
- Luggage is stored in dorm rooms that are not locked.
- Soft-sided suitcases and duffel bags work better than hard suitcases.

Arrival and Departure

Arrival Day is exciting for both parents and campers! We hope to make it as smooth as possible and ensure your camper(s) are ready for a week of fun!

- Please arrive at the Centre between 3:00 p.m. and 4:00 p.m. on Sunday
- When you arrive, you can park your car and bring your child in to the Centre for check-in. Leave luggage in the car until after check-in.
- Check in at the welcome table. At this time, we will take a few minutes to ensure we have all the correct information for your child and review your medical information form with you if your child(ren) are taking any prescriptions or have other special needs while they are at camp. If you've purchased a camp t-shirt it will be ready for pick-up.
- Once you've checked-in, please return to your vehicle to retrieve your camper's baggage.
- Camp staff will assist in guiding you to your camper's assigned dorm. Parents are welcome to help their campers unpack and set up their bed.
- When campers are settled, we will gather them for our welcome and introductions.
- We ask parents to depart camp by 4:00 p.m. so your camper can begin their week of Summer Camp!

On Departure Day:

- Bring your photo ID with you. We will not accept or release campers without an ID check, and your ID must be consistent with your registration form.
- Sign your camper out with their counsellors and collect any medication.
- Say goodbye to your counsellors!
- Take your luggage to your car for departure. Campers will have packed their luggage before you arrive.

If your camper is being picked up early, please let us know at least 7 days prior to the start of camp.

Tent Out Night

There is an opportunity for campers to sleep outside in a tent out one evening. The sleep-out is weather dependent and will be located right outside the Centre, so that washrooms are only steps away. We will provide the tents for boys and girls and overnight staff will be in a separate tent right next to the campers. Campers can bring out their own bedding blankets, sleeping bags and pillows, or we have some extra sleeping bags available for campers to use.



Fat Biking

Fat bikes are a style of mountain bikes with extra-wide tires for grip and stability. Albion Hills fleet of fat bikes are new and recently tuned up so they're in great shape. During camp we will be doing moderate biking activities, suitable to the skill level of each camper. Campers will be allowed to opt out of biking activities if they do not feel comfortable riding.

Pool Visits

During camp, we will be visiting the Lakeview Pool and Splashpad. Campers will be supervised at the pool by Albion Hills staff and the pool is supervised by NLS-certified lifeguards. Campers will complete a swim test before being allowed to swim. If they cannot pass a swim test, the splash pad is fun and friendly for all ages.



THE A-B-Cs OF CAMP!

- **Allergies:** All allergy and special dietary needs should have been included on your original on-line registration form that you fill out 8 weeks in advance. Any changes or new developments can be added on arrival day. Children with anaphylactic allergies must carry an Epi-Pen with them in a fanny pack during camp and bring an extra Epi-Pen in their luggage. The Centre is a nut-sensitive environment. We do not serve nuts on site.
- **Birthdays:** If your child is celebrating their birthday while at camp, our team is happy to help make it a special one! We sing a birthday song, and have a treat prepared to honour the special day. We suggest keeping gifts at home – that way special items won't go missing at camp and campers will have something fun to look forward to at home!
- **Bullying:** If anyone bullies or deliberately endangers the well-being of any camper or staff (physical, emotional, or verbal bullying) or if behaviours or actions occur that diminish the positive experience of others while at camp, our trained staff will take immediate action to quickly resolve the problem or conflict. Parents or guardians will be contacted to ensure they are aware of any potential concerns. The goal is to ensure all parties are left feeling safe, and that they will remain comfortable in our community. Disciplinary action as a result of bullying is at the discretion of the Supervisor and can include dismissal from camp. Please see the Camper Code of Conduct within this handbook.
- **Candy:** Please do not send outside food, candy, gum or snacks. Extra snacks are not necessary- we will have lots of kid-friendly food and snacks for the duration of your child's visit.
- **Cash:** Your camper only needs change for the payphone. Please do not send your camper with additional cash, as it is not needed. We do not have a store, and all your camper's needs will be taken care of during their visit.
- **Curfew:** Bedtime at camp varies depending on age group and evening programming but is generally between 9:30 and 10:30pm. Campers are not permitted to leave the dorm area after curfew. Any camper found outside of the dorm after curfew may be subject to disciplinary action up to and including dismissal from camp.
- **Dietary Needs:** We can accommodate a wide variety of dietary needs. Please ensure you have filled out all dietary information on your registration form.
- **Electronics:** We do not allow cameras, smart phones or other electronic devices with wireless capability at camp. We will take photographs of the campers throughout the visit. If you are on our 'Remind' group you will get photo updates daily!
- **Head Lice:** We encourage all families to check their campers for head lice prior to arrival at camp and take precautions to remove lice.
- **Homesickness:** In case of homesickness, we empathize with the camper, help them understand that what they are feeling is normal and we keep them busy by encouraging participation in activities and the fostering of new friendships. A staff member will be assigned to keep an extra close eye on new campers and will connect with parents/guardians as needed.
- **Infectious Diseases:** Parents who are aware of any possible exposure their camper may have had to an infectious disease, such as chicken pox, cold, or flu virus are requested to advise staff of such exposure before he/she arrives at camp.
- **Laundry:** Laundry machines will be available to wash muddy clothing if needed.

- **Lost & Found:** Please label personal items to help us get your child's items back to them at the end of camp. At the end of each week we will put clothing on display in a last effort to unite campers with their belongings. Socks and underwear are thrown out. Families are encouraged to check the lost and found before departure.
- **Medication:** Please have all your camper's medications easily accessible in your camper's luggage so we can review with our staff upon arrival. Ensure all medications are packed in a sealed, transparent bag, and remain in their original packaging. All medications must be clearly labelled with your camper's name, and dosage instructions. Prescription or over the counter medications not in original packaging will not be dispensed.
- **Pests:** We regularly check our dorms for pests including bed bugs and use preventative techniques to ensure we are aware of any potential infestations. You can help us avoid bed bugs by running all belongings through the dryer for 30 minutes that are going to camp, including the bag, bedding and sleeping bags, on high heat and do the same thing with all the items when you return home. Campers will regularly check themselves for pests including ticks after being outdoors. If ticks are found, staff are trained to remove them and have them sent to public health for testing.
- **Phone calls:** Calls home start Wednesday! This will help campers get used to camp. Campers will have an opportunity to make a call before bedtime on the Centre's payphone. Each call costs \$0.50. Please send your campers with enough quarters, as we do not always have extra on site. Parents can reach the camp at the main office line but we ask that parents not use our main line to converse with their child(ren), only to contact them in case of emergency. In the case of an emergency at camp, staff will contact you and/or emergency contacts listed on your registration form.
- **Room arrangements:** Dorm groups are comprised of campers of the same gender who are close in age. Campers sleep in bunk beds in dorms with between 2 and 6 campers per room. Counsellor rooms are separate but adjacent to the campers so that they are immediately available for any camper's needs.
- **Room-mate requests:** We do our best to honour all room-mate requests. If we are unable to accommodate your request we will contact you by phone in the days leading up to camp to discuss options.
- **Sun Protection:** Our staff is vigilant about encouraging campers to wear a hat, wear loose fitting, light coloured clothing, and to apply and re-apply sunscreen regularly. For the health and safety of your camper, please discuss the importance of remembering sunscreen, and wearing hats and protective clothing.
- **Swimming:** For safety reasons, campers under the age of 12 must pass a basic swim test in order to use the Lakeview Splash swimming pool at Albion Hills. Campers do not need to pass a swim test to use the splash pad. The Lakeview Splash pool at Albion Hills is open to the public. Campers will be supervised by camp counsellors while at the pool, and the pool is staffed by NLS-certified lifeguards. More info on the Lakeview Splash Pool: www.trca.ca/activities/swimming/#lakeview
- **Theft:** Any camper caught stealing will be subject to disciplinary action including dismissal possible from camp. No refund will be provided. Items of great sentimental or financial value are best left at home.
- **Ticks:** Recent monitoring across the GTA has shown an increased presence of blacklegged ticks (also known as deer ticks). Blacklegged ticks can carry Lyme disease bacteria (*B. burgdorferi*). More information is available on the trca.ca/news/tick-tips-need-know. Campers will participate in a visual tick check before lunch and at the end of each day.

- **Tobacco, Narcotics, and Alcohol:** There will be no use of or involvement with marijuana, narcotics, controlled substances, or any accompanying drug equipment. Use of any of these substances will result in disciplinary action including possible dismissal from camp. No refund will be provided. Abuse of prescription or non-prescription drugs will result in similar disciplinary action.

Camper Code of Conduct:

All campers agree to:

- Respect themselves
- Respect fellow campers
- Respect staff
- Respect the environment
- Respect the facility.

Emergency Health Care:

Location: Albion Hills Field Centre
16500 Peel Regional Rd 50, L7E 3E7
Phone: 905-880-1515

Nearest Hospital:
Headwaters Healthcare Centre
100 Rolling Hills Drive, Orangeville, ON, L9W 4X9
Phone: 519-941-2410.

Emergency response time is approximately 10 – 15 minutes.

First Aid: All Albion Hills Field Centre staff are First Aid certified, level C, AED

Directions to Albion Hills Field Centre

The field centre is located inside Albion Hills Conservation Park at **16500 Regional Road 50, Caledon, ON L7E 3E7**. If you're using a GPS app to find us, make sure you use the main entrance on Hwy 50 (not Humber Station Road).

Enter through the park gate and let staff know you are going to the field centre for camp (you won't have to pay to enter the park). **The centre is located about 2kms from the front gate.** Follow signs through the park for "Field Centre", taking your third turn on your left off the main road. After you pass the pool and reach the fork in the road, follow the sign for "Albion Hills Field Centre."

