Welcome!
The staff at MOA are looking forward to a fun and educational summer full of crafts, activities, friendship and creativity!

This handbook will provide you with information on your child's upcoming experience at the Museum of Ontario Archaeology Summer Camps.

Our goal is to provide children with a hands-on MOA experience. Kids will play, learn, and create long lasting memories. Our programming, staff selection and training, operation and management are designed to ensure your child’s MOA experience is safe and fun.

2020 Camp Dates
March 16-20
July 6-10
July 20-24
July 27-31
August 4-7
August 10-14

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First Day Procedure

Parents/guardians sign campers in upon arrival at the front desk and hand in (or complete) the Camper Medical Information/Photography Release section of the registration form. This form provides staff with essential contact and medical information about your child. They also indicate who will be allowed to pick up your child each day and ensure staff know whether or not your child’s photograph can be used for promotional use.

Information remains confidential and is on file from March Break to the end of Summer Camp in September. Please do not hesitate to discuss health procedures with the Camp Coordinator. If your child has a severe allergy, please let us know.

Medications: Upon arrival to camp, please notify the camp coordinator that your child needs to take medication during camp hours.

Your child must administer his/her own medication.
- Send the medication in the original prescribed container.
- Send enough medication for the full day.
- Medication should be given directly to the Camp Coordinator by the parent/guardian.
- If your child carries an ANA KIT or Epi-pen, please be sure that staff are aware of this.

Sign In & Out Procedures

Parents/guardians or designated Emergency Contacts must sign their campers in and out every day. Only those listed are permitted to pick up your child from camp. You must send a signed note if your camper will be picked up by someone other than those you have listed. Photo identification must be shown.

It’s MOA's policy to check photo identification for parents and guardians over the first few days of camp until counsellors get to know legal guardians by sight.

Always be prepared to present photo ID when picking up your camper.
**Safety**

The Museum of Ontario Archaeology places a strong emphasis on hiring mature, enthusiastic and qualified staff. Staff are certified in Standard First Aid and are required to attend pre-camp summer training sessions. All camp staff must also pass a Vulnerable Sector police check before working with children.

The counselor to camper ratio does not exceed 1:8 (One counselor for every 8 children). All parts of the day are supervised, including snack times and lunch. We do not go offsite other than Tuesday hikes onto the forest trail attached to the Museum property.

Please do not hesitate to speak with our staff if you have any suggestions, questions, concerns, or comments about your child’s experience at camp.

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**All ABOUT CAMP**

**Hours & Schedule**

Camp begins at 8:30 am and ends at 4:30 pm. Early drop off is at 8:15 am and late pick up is no later than 4:45 pm.

Each week is developed to include a variety of games, crafts and interactive activities that match each week’s theme. Most activities will appeal to children throughout the 5-9 year age range. When this isn’t possible alternatives for younger or older audiences are included.

Please note: These schedules are subject to change based on weather, group dynamic, and interest. It is a guideline as to what parents and children can expect.
### Typical Camp Day Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-9:00 am</td>
<td>Colouring/Free Play</td>
</tr>
<tr>
<td>9:00-9:30 am</td>
<td>Icebreakers &amp; Circle Games</td>
</tr>
<tr>
<td>9:30-10:15 am</td>
<td>Learning Activity focused on days theme</td>
</tr>
<tr>
<td>10:15-10:30 am</td>
<td>Snack</td>
</tr>
<tr>
<td>10:30-12:00 pm</td>
<td>Theme focused crafts &amp; activities</td>
</tr>
<tr>
<td>12:00-12:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-2:30 pm</td>
<td>Theme Focused games &amp; activities</td>
</tr>
<tr>
<td>2:30-2:45 pm</td>
<td>Snack</td>
</tr>
<tr>
<td>2:45-3:30 pm</td>
<td>Theme focused craft</td>
</tr>
<tr>
<td>3:30-4:00 pm</td>
<td>Trivia/action games</td>
</tr>
<tr>
<td>4:45-4:45 pm</td>
<td>G-Rated Movie/Pick-up</td>
</tr>
</tbody>
</table>

### Who to Contact

Front desk staff are the primary contact to pass information on to camp counsellors and campers and to make adjustments to emergency contact information and your forms on file. Email info@archaeologymuseum.ca or call 519-473-1360

Concerns about your child’s adjustment at camp, camp activities and counselors can be made to the Learning Coordinator at learn@archaeologymuseum.ca or 519-473-1360 x 81393

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### MOA Camp Pizza Day Payments

Pizza day is every Friday and is optional. Forms are available at the front desk on Monday or can be filled out in advance and are due no later than Thursday morning.

- Payment is cash only. Please also pack snacks for Friday.

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### Pizza Day Payments Form

- **Name:**
- **$2.00/1 slice of pizza (Dominos)**
  - Cheese: [ ]
  - Pepperoni: [ ]
  - # of slices
- **$0.50/1 juice box (100% fruit juice)**
- **$0.50/1 Chocolate chip cookie (Peanut free)**

**Total = $**
What to Bring to Camp

In your lunch
- Bring a lunch, two snacks, and drinks.
- To avoid loss or confusion, put your name on your lunch bag and containers.
- Campers do not have access to a microwave or fridge.
- Ice packs and thermoses will keep food at a safe temperature.

Nut Free!
For the safety of campers with severe allergies to nuts/nut products, please DO NOT send peanut butter, nuts, or foods that contain nuts to camp. Please remind your child not to share their lunch or snacks with other kids at camp in case of any allergies (some children are allergic to wheat, eggs, milk, food dyes and other products).

In your backpack
- A name tag on your bag and all items inside it
- After-bite (optional)
- Sunscreen
- Reusable water bottle
- Bug repellent (no more than 10% DEET is recommended for children)

Dressing for Camp
- Camp is high energy and can get messy. We are artsy indoors and play games outdoors. Wear your play clothes to avoid ruining your favourite outfit.

Other important clothing items to pack:
- Bathing suit OR change of clothes & towel for Water Days (Wednesdays)
- Closed-toe shoes & Outdoor shoes (for sports, hiking, and/or rainy days)
- Sweater and/or light jacket (dress for the weather!)
- A hat

What to leave at home
We strongly recommend you leave valuables at home in case they get lost, broken, or dirty and to prevent distraction from camp activities.

The following items are examples of what you should leave at home:
- Electronics (games, cameras, ipods/mp3 players, ipads, cell phones)
- Collector cards (pokemon, hockey cards, baseball cards)
- Toy weapons (nerf guns, knives, swords etc.)
- Expensive games/toys
- If you want to bring something to play with the whole camp group, ask a counselor the day before.

What to leave at home

LOST AND FOUND
The Museum of Ontario Archaeology is not responsible for items left on property or in buildings. However, staff will display lost and found items. Those not recovered are kept in a “lost and found” area until the end of summer. Unclaimed articles are given to a charitable agency following the end of camp.

Whenever possible, personal articles should be labeled with the name of the owner.
Registration

Registration forms can be submitted by phone, email, fax, in person, or mail to:

Museum of Ontario Archaeology
1600 Attawandaron Rd
London, ON N6G 3M6
T: 519-473-1360 | F: 519-850-2363 | info@archaeologymuseum.ca

The Museum is open daily from 10 am - 4:30 pm
Payment is required prior to the first day of camp.

### 2020 Day Camp Rates:

<table>
<thead>
<tr>
<th></th>
<th>Non-Member 1st Child</th>
<th>Non-Member Multi-Child Rate</th>
<th>Family Member** 1st Child</th>
<th>Family Member** Multi-Child 2nd+ Child</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily</strong></td>
<td>$40</td>
<td>$35</td>
<td>$35</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Short week</strong></td>
<td>$140</td>
<td>$135</td>
<td>$120</td>
<td>$115</td>
</tr>
<tr>
<td><strong>Weekly</strong></td>
<td>$155</td>
<td>$145</td>
<td>$135</td>
<td>$125</td>
</tr>
</tbody>
</table>

*Short weeks exclude statutory holidays. Rates are per child. **Family Membership Only

**Cancellation policy:** Cancellations received seven days prior to the date booked are subject to a cancellation fee of 20%. No refunds will be issued for cancellations with less than one week notice.

**Behaviour policy:**

Though infrequent, occasionally children express behaviours that can be violent toward other campers/counsellors or disruptive to the museum space as a whole. These children require 1:1 supervision that MOA counsellors are not equipped to provide, both in numbers and training. Therefore, MOA reserves the right to request these children no longer attend camp.
Day Camp Registration 2020

Camper Information
Name: 
Age: 
Name: 
Age: 
Name: 
Age: 
Address: 
Postal Code: 
Home Phone: 
(Optional) Elementary school: 

☐ Yes  I authorize my child(ren) to be in photographs that may be used for promotional uses.
By signing this form, I hereby authorize the Museum of Ontario Archaeology to use any photographs and/or video footage taken by a volunteer photographer for reproduction on the website or any other publication/promotional materials and do not expect compensation in return.

☐ No
Signature __________________________ Date: ____________

Parent/Guardian Information
Name: 
Cell Phone: 
Work Phone: 
Email: 
☐ Please sign me up for your monthly newsletters
How did you hear about the Museum's Day Camps?
☐ Flyer ☐ Friends/Family ☐ Attended before ☐ Website ☐ Other: 
Are you a MOA Family Member?
☐ Yes ☐ No
Are you interested in a Family Membership?
☐ Yes, please send me information ☐ No

2020 Day Camp Dates:
Please select the week(s) attending.
☐ March 16-20
Summer
☐ July 6 - July 10
☐ July 13 – July 17
☐ July 20 - July 24
☐ July 27 – July 31
☐ August 4 - August 7 (short week)
☐ August 10 - 14

2020 Day Camp Rates:

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<td>$140</td>
<td>$135</td>
<td>$120</td>
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I am aware that guardians may be asked to show I.D. at pickup to ensure the safety of campers.

Please initial here: __________________________

I am aware that guardians may be asked to show I.D. at pickup to ensure the safety of campers.
Camper Medical Information

Camper Information

Name(s): __________________________ Age: __________

Health Card Number: Providing your health card number is voluntary. It is kept on record to disclose to hospital staff in the event of an urgent medical development requiring the immediate hospitalization of your child.

Doctor’s Name & Phone Number:

Does your child(ren) have any health concerns?

(ie: allergies, attention deficit, dietary restrictions, etc.)

Is your child(ren) taking any medication(s) that we should be aware of?

Emergency Contact Information

Primary Emergency Contact
Name: __________________________ Relationship to camper(s): __________________________
Home/work Number: __________________________
Cell Phone Number: __________________________

Secondary Emergency Contact
Name: __________________________ Relationship to camper(s): __________________________
Home/work Number: __________________________
Cell Phone Number: __________________________

I, __________________________, certify that the information provided on these forms concerning my child(ren) is accurate. If any information changes, I will contact the Museum as soon as possible.

Medical Consent:
I have provided the Museum of Ontario Archaeology with all the necessary medical information and can be reached at the number(s) listed above. I authorize the program staff/volunteers to administer First Aid to my child(ren) if necessary and to secure medical care for my child(ren) in case of an emergency as deemed appropriate by the attending physician(s).

If medical attention is required for my child, I authorize the Museum to take the necessary actions to ensure my child(ren)’s safety. This includes, but is not limited to, transportation to a hospital via ambulance.

I understand that all information provided is for the sole use of the Museum of Ontario Archaeology’s Day Camp Program. Information collected on this form will be kept on file at the Museum. It will not be sold or otherwise distributed outside of the organization.

Parent/Guardian Signature __________________________ Date __________________________
Pizza Day Forms

Printed forms will be available at the drop off/pick up desk as well. Please fill out one form per child. Pizza is ordered Thursday afternoons, So, Pizza forms and payment are due no later than Thursday morning of each camp week.

MOA Camp Pizza Day is Friday!

Name:

$2.00/1 slice of pizza (Dominos)
Cheese:  
Pepperoni:  
# of slices  
# of slices  

☐ $0.50/1 juice box (100% fruit juice)

☐ $0.50/1 Chocolate chip cookie (Peanut free)

Total = $

Order and payment is due by: Thursday morning

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Name:

$2.00/1 slice of pizza (Dominos)
Cheese:  
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# of slices  
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Total = $

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