

JICS Summer Lab Camp Handbook 2025

Dr. Eric Jackman Institute of Child Study (JICS) Summer Lab Camp
Ontario Institute for Studies in Education University of Toronto



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Purpose of this Handbook

With this handbook, we communicate JICS Summer Lab policies and norms to the parent/caregiver community. The JICS Summer Lab Handbook is a must-read document for each parent. By registering for any portion of the JICS Summer Lab, you are acknowledging that you will have read, understood, and agreed to the information in this Parent Handbook, and to abide by its policies by the time camp commences.

A brief but long history of the Dr. Eric Jackman Institute of Child Study and JICS Summer Lab.

Since our first school year in 1925-1926, the Dr. Eric Jackman Institute of Child Study at the University of Toronto has been committed to the education of young children. Incorporating the developmental, social, and cognitive findings of Child Study with influences from progressive education, the JICS Lab School has long been an exemplar of, and an advocate for secure, caring, consistent, inquiry-based learning throughout the elementary years.

JICS Summer Lab programs are grounded in the world-class philosophy, inquiry-based and experiential programming of the Dr. Eric Jackman Institute for Child Study, on their University of Toronto Campus.

JICS Summer Lab Camp Staff

All JICS Summer Lab staff hold undergraduate degrees, and the majority are teacher candidates or qualified OCT teachers and graduates from our very own Master of Arts in Child Study at JICS, as well as from other teacher's college and Early Childhood Education programs across the city. They bring enthusiasm, experience, and dedication to inspiring young minds, ensuring a fun and engaging experience for every camper.

Commitment to Diversity

At JICS Summer Lab Camp, our commitment to diversity is steadfast. Rooted in Security Theory, which highlights the importance of a secure environment for optimal learning, we believe that campers (and adults) thrive when they feel safe to take risks, knowing their ideas will be respected and their contributions valued.

School's Commitment to the Truth and Reconciliation Commission Report

The JICS Summer Lab Camp continues the Lab School's commitment to listening and responding actively to the Calls to Action from the Truth and Reconciliation Commission and diverse Indigenous voices across Turtle Island. The Natural Curiosity Labs are an extension of the Lab School's work to bring environmental and land-based education into the heart of Canadian educational settings, in the spirit of Truth and Reconciliation.

Behaviour at JICS Summer Lab

The JICS Summer Lab provides a safe and caring summer camp environment for all students through emphasizing the need for:

- Equity and respect for self and for others
- Respect for the property of others and of the school
- The avoidance of inappropriate behaviour (any type of hurtful words or actions, exclusion, discrimination, rudeness, dangerous activities) and anything that infringes upon others' rights
- Parent partnerships to encourage appropriate behaviour. Parents and Summer Lab staff will be in touch regarding student behaviour, and we ask parents to work with Summer Lab Staff in support of this code.

When inappropriate behaviour occurs, the Summer Lab Staff have several steps, which aim to encourage

collaborative problem-solving skills as well as ownership of one's own actions and the consequences, which arise from these. The Principal Program Facilitators, Program Facilitators and Camp Directors become involved in helping with this process in many ways.

This code was developed by teachers, students, and parents of the JICS Lab School, and adapted for the JICS Summer Lab Camp. It is expected that all members of the Summer Lab Camp community will work together to support this code.

The Behaviour Code

At the JICS Summer Lab Camp, we value different ideas and celebrate the wide diversity of backgrounds, interests, and learning styles. This behaviour code is supported by these values.

The JICS Summer Lab Behaviour Code is based on respect.

Expectations Regarding Behaviour

Members of the community will show respect and kindness in all of their interactions.

Actions that contribute to a respectful Summer Lab culture include:

- Use of considerate actions and language that promote inclusiveness, fair play, sharing, turn-taking, and a spirit of helpfulness.
- Use of actions and language that promote a sense of ease and security for everyone, allowing others to comfortably play, learn, concentrate, listen, and respond to other perspectives.

All members of the community respect the property of others, of the Summer Lab, and of the school.

Examples of unacceptable behaviour

- Disrespectful language or actions that create discomfort for others.
- Any physical or psychological aggression, such as the use of social exclusion, intimidation, or abusive language.
- Dangerous actions that place self, others, or property at risk.

We encourage children to intervene appropriately when another child's rights have been infringed upon.

Procedures for Administering the Behaviour Code

A clear, developmentally sensitive process is in place for dealing with inappropriate behavior at the JICS Summer Lab Camp. Each step of the process encourages children to take responsibility for their actions as they develop social problem-solving skills. Final responsibility for the administration of the Behaviour Code rests with the Camp's Directors.

Steps in the Process

We attempt to address and resolve issues as they arise. As children grow and learn, we encourage increasing autonomy and peer support as they develop the cognitive and emotional skills to resolve difficulties with others.

In cases of minor misbehaviour or conflict, children are first encouraged to resolve difficulties through conversation with peers. Summer Lab staff will provide as much support as needed in this process, helping children to clarify intent, build empathy and awareness of other viewpoints, and recognize the impact of their actions on others.

Principal Program Facilitators, Program Facilitators and/or the Camp Directors will become involved when either children or camp staff need additional support, or a situation is ongoing or reoccurring. Parents will be contacted and involved at the stages which require or benefit from parental support in the administration of the behaviour code. Open, two-way communication between the Summer Lab and

parents is a priority at all stages.

Consequences

Consequences for inappropriate behaviour at JICS Summer Lab will depend upon the severity of the misbehaviour, the age of the participants, and the effectiveness of early-stage interventions. Consequences are dealt with in a developmentally appropriate way involving the campers, Summer Lab staff, and parents, as needed. The consequences are logical to provide a learning opportunity for the camper. The child is included in the problem-solving/ decision making process.

The range of possible consequences include:

- Withdrawal from an activity or learning situation, ranging from a few minutes to a longer period out of the lab session.
- Discussions among Summer Lab staff, child, Camp Directors, and parents to plan for change, which may require the inclusion of specific consequences.

The Dr. Eric Jackman Institute of Child Study Laboratory School community, and the JICS Summer Lab Camp is committed to upholding the principles of the Ontario Human Rights Code, the Canadian Bill of Rights, and the UN Convention on the Rights of the Child. All forms of discriminatory behaviour are unacceptable.

Behaviour Code in Child Friendly Language

We expect everyone to treat each other with kindness and respect at all times. But we also need occasional reminders and opportunities to reflect on what this means in practice. Summer Lab staff discuss expectations proactively with their campers, and as different situations arise, work through what respect looks like, sounds like, and feels like for everyone involved. Here are some JK children's thoughts about how students should treat each other:

*Be nice
Let them play with you
Use your words, not hands
Use nice words
Share
Don't throw things at another person
Be kind and caring
Do nice things that you want done to you
Say that you like them
Keep your promise*

It is our expectation that all members of the Summer Lab Camp community (campers, staff, caregivers and parents) show respect and kindness in all interactions.

The JICS Summer Lab Camp values open communication with parents as an important element in the welfare of the child.

Parent and Guardian Concerns

In our day-to-day communication with parents, we strive to resolve issues as they arise. However, from time to time a parent may feel that an issue has not been addressed or resolved in a satisfactory manner and may wish to pursue the matter further. All issues should be addressed initially at the level closest to the event to achieve resolution. The resolution of a concern should proceed from Program Facilitators,

who are followed by Principal Program Facilitators, the Assistant Director; and the Director as needed. In consultation with the Camp's Director, a mediated solution process may be arranged in exceptional circumstances.

Procedures for Addressing Concerns

Parent or Guardian Concerns

When possible, all issues and concerns should be raised directly to the staff members involved. Otherwise, concerns can be raised to the next closest staff member to the event.

Staff Responses to Parent or Guardian Concerns

- Address the concern at the time it is raised or arrange for a meeting with the parent/guardian as soon as possible.
- Document the issues/concerns in detail. Documentation should include: the date and time the issue/concern was received;
- The name of the person who received the issue/concern;
- The name of the person reporting the issue/concern;
- The details of the issue/concern; and
- Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
- Provide contact information for the appropriate person if the person being notified is unable to address the matter.
- Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
- Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Camp Day Overview

Arrival: 8:30AM to 9:00AM

Kiss and Drive: 8:35AM to 8:45AM

No parking between 8:35 and 8:45AM

Dismissal: 3:30PM

Extended Hours: 3:30PM – 6:00PM

Arrival & Dismissal Procedures

Morning Arrival Time

The 45 Walmer Road front doors, as well as the school yard gate, will open at 8:30 a.m.

Summer Lab Camp staff are available to receive campers into the playground for supervised outdoor play between 8:30AM and 9:00AM. JICS Summer Lab programs begin at 9:00AM.

Late Arrival

If you arrive after 9:00AM, please call the Camp's **Assistant Director (416-705-1584)** or the **Camp's Director (416-843-7946)** upon your arrival. They will meet you in the Summer Lab office, (Room 120) at 45 Walmer Road, as all other entrances will be locked. JICS Summer Lab's attendance record will be updated, and camper(s) will be escorted to their program(s).

Parking & Driving

There is no onsite parking available at JICS Lab School, and the public streets around the building are largely no parking zones. A list of public parking lots near the school can be found in the FAQ section of our website.

The front of the school at 45 Walmer Rd is reserved for a Kiss and Drive program each morning (8:35-8:45AM) to ensure the safety of all children arriving at camp. This space is for cars that are moving through in order to drop children off to JICS Summer Lab Camp staff members who are outside on the sidewalk receiving campers and taking them to the supervised playground. Parents cannot leave their cars in the Kiss and Drive zone, as it blocks all waiting vehicles from approaching the school and creates an unsafe drop-off zone.

All families are requested to use **Walmer Road as a one-way street heading north**. This eases congestion and blockages that often occur at peak times and improves safety for our children.

Kiss & Drive Drop-off Protocol

There is a staff supervised “Kiss & Drive” drop-off zone at our 45 Walmer Roadside from 8:35AM - 8:45AM each day for all campers.

There is no parking on Walmer Road in front of the school for morning drop-offs, between 8:35AM and 8:45AM.

It is the responsibility of parents to share the Kiss & Drive Protocols with all caregivers dropping off their child/ren.

Caregivers are welcome to park **temporarily** in front of the school, beginning at 8:45AM, if they would like to drop off the child(ren) in their care directly.

Please treat Walmer Road as a northbound only, one-way street, during arrival and dismissal.

Parents are asked to drive northbound on Walmer to the school and create a queue of vehicles. Summer Lab Staff will assist children getting out of the vehicle, walk them to the school yard and connect them to the appropriate Summer Lab program staff, who will ensure they are checked in.

Parents are asked to remain inside the vehicle and immediately exit the drop-off area once children have entered the playground area to ease congestion and maintain flow. Please ensure that your child's bag/lunch is accessible for your child.

PLEASE DO NOT BLOCK THE DRIVEWAY OF OUR NEIGHBOURS TO THE SOUTH OR NORTH OF 45 WALMER ROAD.

Dismissal Procedures

Campers will be in the school yard for dismissal, beginning at 3:30PM. Campers may be picked up anytime beginning at 3:30PM. All children must be collected by 3:40PM.

Caregivers are required to sign their child(ren) out with the appropriate Program Staff and will be required to show government issued photo ID (**at every pick-up**) that matches the name of a person who has been listed as authorized to pick-up the child(ren) on camp registration forms.

We ask that parents/caregivers wait outside the school gate. There will be staff members on duty at the gate to dismiss children to authorized adults.

Any children who have not picked up their child by 3:45PM will be brought to reception and parents will be contacted. A \$25 late fee will apply.

At 3:30PM, children attending extended care will begin their program.

For the safety and wellbeing of the child, campers who have not been picked up by 3:45PM will be taken to extended care where they will be supervised and will join their peers in extended care activities until they are picked up. The daily extended care rate of \$18 will apply (in conjunction with the \$25 late fee).

Caregivers can pick up children directly from extended care, by coming to the gate entrance at 45 Walmer Road when children are outside in the yard, or through the 45 Walmer Road entrance of the school when children are in the school building.

If children need to be picked up from camp for an appointment during the day, please wait in the reception area of the school (45 Walmer Road entrance) for the child/ren to be escorted from their program(s).

Safe Arrival and Dismissal Policy and Procedures

Purpose

This policy helps support the safe arrival and dismissal of children registered at the JICS Summer Lab Camp. This policy will provide staff and caregivers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of campers, including steps to follow to ensure the safe dismissal of children. Out of an abundance of caution, this policy is intended to address the requirements set out under Ontario Regulation 137/15 of the CCEYA for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

The JICS Summer Lab Camp will ensure that any registered child is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that a camper may be released to them.

The JICS Summer Lab Camp will only dismiss children into the care of their parent/guardian or another authorized individual. The camp will not release any campers from care without supervision.

If a parent/guardian wishes to request an additional adult to be able to pick up their child/ren, they must provide written authorization (by note or email) to the Lab Camp Office.

The newly authorized adult must present identification to the Camp staff before the child is released into their care.

Where a child is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Arrival of a camper into the JICS Summer Lab Camp

Arrival takes place between 8:30AM and 9:00AM. Camp Staff will sign each child into the appropriate program. All children are expected to be in the Camp program by 9am when camp-wide attendance is completed for the camp's "safe arrivals" program.

When accepting a child into the Camp program during drop-off, Camp staff do the following:
Sign the child in on the camp attendance record.

Greet the parent/guardian/caregiver and child; gather any pertinent information about the child's wellbeing.

Confirm pick-up plans and document any changes in the daily written record. If the parent/guardian indicates there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian/caregiver picking up), the staff must confirm that the person is authorized in the Summer Lab Camp's Camper Database. Where the individual is not authorized, staff must ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email to the camp).

Releasing a child from camp

Pick-up takes place in the yard at 3:30PM. Each Lab's Program staff is responsible for signing out their own campers, and may not sign out campers who are not registered in their session. Program staff will sign-out the children as they are picked up by parents/guardians/caregivers, indicating the time of departure in the attendance record. If the child is staying for extended care, aftercare staff will meet them on the yard at 3:30PM and commence with extended care programming.

The camp program staff who are supervising campers at the time of pick-up shall only release a child to the child's parent/guardian or to an individual for which the parent/guardian has provided written authorization. When the camp program staff do not know the individual picking up the child (i.e., parent/guardian or authorized individual), they will:

- Check the list to see who is authorized for picking up the child
- Confirm the identity of the individual picking up the child, against the list of authorized adults in the child's file or written authorization by **checking their government issued photo ID**

Where a child has not been picked up as expected (before camp closes)

If parents/caregivers are running late and unable to pick up their child at 3:30PM, where extended care has not been arranged for, they are asked to call the summer camp phone number(s). Camp program staff will then be notified about the delay. This allows staff to reassure the child that their parent/guardian/caregiver is on the way, as they wait for their arrival. Any children who have not been picked up by 3:40PM, will be brought to the camp office. A camp staff member will stay with the child.

Where a child has not been picked up and the camp is closed

The camp program ends at 3:30PM and the extended care program closes at 6PM. In the unlikely event that camp staff are unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by the time of the camp closing (6PM), the staff would:

- Alert the camp's Assistant Director and/or Director by phone
- Stay with the child, while the Assistant Director or Director proceeds with contacting the local Children's Aid Society (CAS) [416-924-4646]. Staff shall follow the CAS's direction with respect to the next steps.

Policy on not dismissing a child from care without supervision

Staff will only release campers from care to the parent/caregiver or other authorized adult. Under no circumstances will camp children be released from care alone.

Correspondence with Parents and Guardians

Emergency Communication

In the event of a camp wide emergency, we will communicate information immediately via email. Should parents be concerned about adverse weather conditions and/or camp closure, information can be found on the home page of our JICS Summer Lab Camp website, www.jicssummerlab.com

The JICS Summer Lab Camp remains open if the University of Toronto is open. Regular correspondence from the Summer Lab is sent electronically. We gather email addresses from each family for this purpose.

Field Trips

Field trips around the community are encouraged at the JICS Summer Lab Camp. During registration, families have agreed to the community for field trips that may arise over the course of the program – parents do not sign permission forms for each trip.

Fire Drills & Lock Down Practice

Please keep all exits and halls free of strollers, bicycles, and rollerblades. Strollers and bikes may be locked in the front yard at the bike stands. Children need to always wear shoes during Summer Lab Camp hours. All staff are trained in a standby procedure in case of an emergency requiring lock down security.

Lunch & Snacks

We request that all families provide a nutritious, balanced, and litter-less lunch for their children. The Canada Food Guide suggests that everyone has plenty of vegetables and fruits, eats protein-rich foods, chooses whole grain foods, and makes water their drink of choice. The Canada Food Guide is available to view at: <https://food-guide.canada.ca/en/>

All campers eat in the lunchroom during designated periods. [Kids Cuisine Sante](#) is the provider of the voluntary hot lunch and snacks program at JICS Summer Lab Camp. These lunches and snacks are offered each day. Information regarding registration and payment can be found at <https://www.jicssummerlab.com/faq>

Each camper must bring their own water bottle, that is labeled with their name and kept with them during the day. Water bottles must not be shared.

Health and Safety Measures

Guidelines

The health, safety, and well-being of campers, staff, and families are our highest priority. Government Pandemic Emergency Orders, Ministries of Health, UofT, and education guidelines are strictly followed.

We have ongoing identification and mitigation of potential risks as much as possible, while acknowledging the limitations of attempting to create a perfectly safe and zero risk environment. The JICS Summer Lab Camp recognizes that no human interactions are without risks, whether it is the

cold and flu season, chicken pox, or other childhood diseases that are commonly spread in such settings.

These risks are magnified in a pandemic, but the principles remain the same: stay home if ill and maintain strong hand hygiene and clean environments. Our health and safety protocols have taken into account as many situations and risks as possible, but we cannot entirely prevent an infection, including flu, colds, and respiratory viruses. We are committed to creating a clean and safe space for our campers and our staff, and minimizing the risk of infection as much as possible. We also recognize that a child's emotional wellbeing is equally important for their development as their physical health. To that end, we will continuously evaluate risks while supporting our children's emotional needs for social interactions and connections.

Public Health Protocols

The JICS Summer Lab Camp follows the recommendations and protocols of Public Health.

In the event of a health emergency or public health concern, the JICS Summer Lab Camp will be in touch with parents immediately. We work directly with Public Health to provide all needed information and care.

Medical Information

We require medical information forms to be completed for all children attending camp in the registration portal.

It is the responsibility of parents with children who have medical conditions (diabetes, seizures, asthma etc.) to identify their children to the school using the medical forms in the registration portal

If your child requires medication to be administered at school, parents are required to complete the Permission to Administer Medication Form. This form can be found on the JICS Summer Lab website [here](#).

Vaccination

We have a heightened responsibility to ensure we are doing everything we can to protect our campers, staff, and their families. Due to the unique nature of camp, which necessitates close contact with other campers and staff members, our policy is that all students and staff are vaccinated with certain exemptions.

Monitoring of Camper Health at Camp

During the camp day, should a camper exhibit any symptoms of illness, Camp Directors will be notified, and the camper assessed. If the camper is deemed unwell or symptomatic by a Camp Director, a parent or emergency contact will be notified to pick up the child ASAP.

Exclusion from Camp Due to Illness

Children who are showing signs of illness are evaluated as to whether camp is the best place for them to be. Caregivers will be called if:

- The child is not able to participate fully in camp activities due to their ill health;
- They need care beyond what can be provided in the camp environment;
- There is a risk of contagion and may spread significant illness to others

Camp staff will refer to the signs and symptoms of communicable diseases and determine whether a camper should be isolated and sent home, should they be showing signs of a common communicable

disease.

Return to Camp

Before returning to camp after illness, campers and staff should complete the Ontario's School and Child Care Screening Tool or Toronto Public Health's Child Care and School Screening Questionnaire. Generally, campers and staff should return to school when they feel well enough to participate fully in daily activities. Additionally, a camper or staff member should be free of symptoms or vastly improving for 24 hours before returning to camp (48 hours if symptoms included diarrhea and/or vomiting). If campers or staff have been ill with a Reportable Communicable Disease, the JICS Summer Lab will provide families with more information about the return to camp in consultation with Toronto Public Health.

Personal Protective Equipment (PPE)

The JICS classrooms are high-density indoor spaces where physical distancing is not possible. We ask everyone to respect each other's PPE decisions, comfort levels, and health needs. Mandatory mask requirements may be instated at short notice in the event public health guidance or recommendations change.

Cleaning and Sanitization

Hand sanitizer stations are installed throughout the school. Routine sanitizing of facilities and high touch surfaces takes place throughout the day. Daily professional deep cleaning takes place at the end of day.

Air Quality

Wall-mounted AERA MAX Professional air purifiers are located in every classroom and specialty class. These four-stage "true HEPA filtration system" air purifiers remove 99.99% of coronavirus. This is in addition to the existing MERV-13 filtration ventilation in renovated classrooms.

Allergies and Food at the JICS Summer Lab

JICS Summer Lab Camp is nut-free. It is imperative that all families abide by this policy. In packing your child's lunch, please check that all ingredients listed are free of nuts and nut warnings. It is the responsibility of parents with anaphylactic children to identify their child/ren to the Summer Lab Camp using the medical forms during the registration process. On this form, parents are asked to provide information regarding the child's allergens and history of reactions to the specified triggers. We also request a photo of the child and permission to administer epinephrine in the event of an anaphylactic reaction. Two epinephrine auto-injectors are required for the duration of the child's time at camp.

Anaphylaxis, Food Allergies, and Children's Safety

It is the responsibility of the parents with anaphylactic children to identify their children to the Summer Lab Camp using the medical forms completed during registration. A copy of this form is included in the sessions' emergency numbers file as well as in the Camp's office in a red binder. On this form the parents are asked to provide information regarding the child's triggers and history of reactions to the specified triggers. This form also includes a photo of the child and permission to administer epinephrine in the event of an anaphylactic reaction. The parents are required to send in two epinephrine auto-injectors (one for the main camp space that will travel with the child when outside, one for another area at the camp) that will be effective throughout the duration of camp.

Reducing Exposure & Communicating to Keep Children Safe

Camp Staff will work with parents and care givers to reduce, and when possible, the child's risk of exposure to their allergens.

All camp staff will be made aware of the children in the class with anaphylaxis and the allergens these

children need to avoid.

In addition to reviewing each camper's individual plan, all Camp staff will also review this policy every summer prior to the arrival of the children.

Anaphylaxis information, along with a photo of each child with anaphylaxis, will be posted in camp spaces and in the kitchen. Information about every child in the camp with allergies is also stored in the camp office, Camp office, in the emergency backpack in every space used by the camp, in the staff lounge and in the multi-purpose/lunchroom.

The Summer Lab Camp has a "nut-free" policy to all families and all areas of camp are nut-free zones.

Epi-pens

Epi-pens and other epinephrine injectors will be placed in a clear Ziploc bag labeled with a bright pink "Epi-pen stored here" sign and will be stored in the Camp's emergency backpack. The backpack will travel with the camp session when outside.

Camp Staff will take Epi-pens and other epinephrine injectors with them when leaving the camp (i.e. fieldtrips) note: each child has a second epi-pen in the office that should be signed out for fieldtrips (i.e., bring 2 epi-pens per child).

Children will be monitored for symptoms indicated on their individualized plans, should they have an anaphylactic reaction, 911 will be called and the procedures on the child's emergency plan will be followed. A child's individual plan will include:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Parent/Guardian consent for administering allergy medication
- Emergency contact information
- Location of Epi-Pen and back up
- If an Epi-pen is administered, a child will be immediately transferred to hospital.

Lost and Found

Lost and found items are collected with the hope of finding their owners. Labelling your child's clothing and items helps! Please encourage your child to check for all belongings. The lost and found is located near the front entrance of the Lab School's 45 Walmer Road entrance. Please ask a staff member for the location of the lost and found rack/bins. After the last day of camp, unclaimed items will be donated to local charities.

Photo Permissions

All JICS Summer Lab Camp families have given consent for the JICS Summer Lab Camp staff to show images and video of their child/ren without identifying them by name for the purpose of marketing. The photographs and recordings may be posted on the JICS Summer Lab Camp websites (Lab School, Natural Curiosity) and social media sites, for an indeterminate period or may be used in paper or electronic ways by the camp.

Privacy Policy

JICS Summer Lab Camp is committed to protecting the privacy of all our community members. Maintaining the trust of our community members is important to JICS and the Summer Lab Camp, and we recognize that, to maintain this trust, we must be responsible, transparent and accountable in how we

treat the personal information that is shared with us.

Information about our privacy practices can be found here: <https://www.jicssummerlab.com/general-9>

Outdoor Play

“There is no inappropriate weather, only inappropriate clothing!”

Children play outside in all-weather at the JICS Summer Lab (including light rain and cold conditions). Please send your child with outdoor clothing appropriate to weather conditions. We follow the guidance and recommendations of Toronto Public Health.

The JICS Summer Lab Camp Play Policy

- Outdoor play is a right of childhood.
- Outdoor play builds children’s understanding of place and our essential connection to the Earth.
- Play deserves time.
- Self-directed play is fundamental to children’s physical, emotional, and social growth, and sense of well-being.
- Kindness and respect are the basis of play within a community.
- Play embeds opportunities to practice judgement, manage risk, safety, and the consideration and care of others.
- We strive to create equitable opportunities where all children can engage in diverse types of play, and where a range of interesting, aesthetically inspiring, and open-ended materials are made available.
- Risky play is a natural mode of testing abilities and challenging physical limits. It fosters feelings of efficacy, bravery, resilience, and competence.

The role of camp staff is to value children’s choices, help refine and support children’s sense of agency, and provide a safe space to play, explore, negotiate, and be. Though adults will intervene when a perceived hazard arises, they are primarily attentive observers rather than active supervisors.

Play is many things: joyful, intense, quiet, rambunctious, intrinsically motivating, and deeply satisfying. At the JICS Summer Lab Camp, we value unstructured outdoor playtime as a vital part of the camp day. When children play freely, they develop socially, emotionally, physically, and cognitively. We view unstructured time as an opportunity for children to be as autonomous as possible. Our goal is to provide developmentally appropriate parameters that allow for independence, choice, physical challenge, solitude, exertion, and social connection. There are usually at least two adults on the playground providing supervision during these times.

Children are encouraged to make decisions about their play, utilizing 3 questions to guide their choices:

- Is it safe? (for me, for others, for the equipment, for nature)
- Is it kind?
- Is it inclusive?

There is an expectation of fair play, consideration of others, and inclusion of all. JICS Summer Lab Camp follows a “*You can’t say you can’t play*” policy for inclusion.

Shoes

As children play outside in all weather, parents are asked to provide children with sensible shoes that are safe and comfortable for all levels of daily physical activity. Sneakers are ideal footwear. For safety reasons, children need to be always wearing shoes; if possible, please ensure that children have ‘indoor shoes’ during rainy days, when boots are worn outdoors. Shoes with wheels are not permitted for safety reasons.

Daily Camp Checklist

- Water bottle
- Lunch/snacks
- Sun hat
- Sunscreen
- Rain gear (boots, pants, coat)
- Set of extra clothes, including underwear and socks
- Please make sure all items are clearly labeled

Toys From Home

Toys from home are not encouraged. They are not allowed in programs nor during unstructured periods.

Emergency Management Policy and Procedures Statement

The JICS Summer Lab Camp has emergency management policies and procedures in place. Staff will ensure that children are kept safe, accounted for, and supervised at all times during an emergency situation.

Camp staff will notify parents and guardians in written communication that is sent home by email about any emergency situations occurring at the school.

Supervision of Staff Policy

All staff members work under the leadership of the Summer Lab Camp's Directors and the expectations of the JICS Summer Lab Camp, at the University of Toronto.

Staff members engage in orientation sessions before the beginning of camp, that include reviews of all camp policies.

The Camp Director and Assistant Director monitor the work of the staff and provide ongoing feedback in both impromptu daily meetings and scheduled staff meetings.

All concerns and complaints regarding behaviour management practices made by anyone including staff, campers, parents/guardians, and others are addressed and responded to by the JICS Summer Lab Camp's leadership team.

Review and Sign-off

The JICS Summer Lab Camp policies and procedures related to emergency information, anaphylaxis and allergies, administration of medication and playground safety are reviewed prior to the commencement of camp each year. After reviewing the policies and procedures each person must sign and date the review and sign off sheet.

Record Retention

All records involving review of policy and procedures, as well as the monitoring of practices, will be kept on file at the Lab School for two years.

Training and Development Policy for Staff

All JICS Summer Lab Camp staff meet regularly to discuss the daily operations, children, and programming.

All JICS Summer Lab Camp staff review policies and the Summer Lab Camp Handbook before

commencing employment.

As per ONTARIO REGULATION 503/17, a person with a first aid certification is required to be onsite for every group of participants. JICS Summer Lab Camp exceeds this requirement.

Addressing Parent Issues and Concerns Policy and Procedures

The purpose of this policy is to provide a transparent process for parents/guardians and staff to use when parents/guardians bring forward issues/concerns.

General

Parents/guardians are invited to regularly discuss what their child(ren) are experiencing in the Summer Lab Camp program with the Program Staff. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and Program Staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial, and respectful to the parties involved.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children and staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to law enforcement authorities or a Children's Aid Society).

Conduct

Our Summer Lab Camp maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor.

Concerns about the Suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

Refunds

Cancellations up to and including May 31: Cancellations will receive a full refund, minus an administration fee of \$100.00 per week, per camper. **Cancellations on or after June 1:** No refunds are available for cancellations on or after June 1. JICS Summer Lab Rescheduling & Cancellation Policy
JICS Summer Lab reserves the right to reschedule or cancel any program if necessary.

We are committed to providing timely communication and will inform registrants as far in advance as possible should any changes occur. If a program does not meet the required minimum enrollment, JICS Summer Lab may adjust group arrangements or, if needed, cancel the session. If a program is canceled, registrants will be notified with as much advance notice as possible and will be offered either an alternative program or a full refund. We are unable to offer refunds in the event of an absence from camp resulting from an illness.

We look forward to welcoming your children this summer!

Appendix 1

Camp at a Glance

Emergency Communication

In the event of a school wide emergency, we will communicate information immediately via email.

Information about **adverse weather conditions** and/or **camp closure**:

- JICS Summer Lab Camp website, www.jicssummerlab.com

The JICS Summer Lab Camp remains open if the University of Toronto is open.

Contact Information

- **Assistant Director**, Marcia Bumbury: 416-705-1584
- **Director**, Megan Pearson: 416-843-7946
- **jicssummerlab@utoronto.ca**

Hours

- **Arrival:** 8:30AM to 9:00AM
- **Kiss and Drive:** 8:35AM to 8:45AM *There is no parking between 8:35am and 8:45am*
- **Dismissal:** 3:30PM
- **Extended Hours:** 3:30PM – 6:00PM

Drop-off and Pickup Location

- Playground gate at 45 Walmer Road
- In the case of extreme weather, Room 120 at 45 Walmer Road

Kiss and Drive

- 45 Walmer Road from **8:35AM - 8:45AM** each day for all campers.

Daily Checklist

- Water bottle
- Hat
- Sunscreen
- Nut-free Lunch and Snacks
- Raincoat and rain pants
- Extra set of clothes, including underwear, socks, and shoes
- **Epi pen and/or puffers and/or other required medications (if applicable)

Please make sure all items are clearly labeled.