

LONG & MCQUADE RICHMOND HILL

MUSIC CAMP GUIDE 2025

Welcome to Long & McQuade Richmond Hill! Our Campers will engage in a week of musical and academically enriching activities.

This package includes a comprehensive overview of all the information you need to ensure you and your Camper are prepared to begin camp.

Contact: richmondhilllessons@long-mcquade.com

Website: long-mcquaderichmondhilllessons.com

Phone: 905-787-2090

Camp Essentials: What to Bring?

To ensure your Camper has everything they need for a fun, comfortable, and safe experience, please review the list below and pack accordingly.

Remember to label all items with your camper's name to prevent loss or mix-ups.

Daily Essentials

- **Backpack:** Large enough to carry all items comfortably.
- **Weather-Appropriate Clothing:** Dress your camper for the season (e.g., mittens, scarf, and hat during winter; lightweight layers in summer).
- **Comfortable Clothing:** Choose clothes suitable for active play and music activities.
- **Additional Set of Clothing:** Include an extra shirt, pants, and shoes for outdoor time or accidents.

Outdoor Gear

- **Labeled Water Bottle:** Refillable and sturdy.
- **Sunscreen and Hat:** For sun protection during outdoor activities.
- **Winter Accessories** (*March Break Camp*): Proper winter coat, snow pants, boots, hat, scarf, and mittens.

Food and Snacks

- **Lunch:** A nut-free, refrigerable meal.
- **Two Nut-Free Snacks:** Ensure they are pre-packaged or easy to eat.
- *Examples:* Fruit slices, crackers, granola bars (nut-free), or yogurt.

Optional Items

- **Sunglasses:** For sunny days.
- **Protective Clothing:** Lightweight long sleeves for extra sun coverage.

Camp Sizes and Experience

Each camp will be supervised by two camp leaders and two volunteers. Each of our camp counsellors is certified in Standard First Aid and CPR C, and of course have a clear Criminal and Vulnerable Sector Check. Our high school volunteers undergo an interview with our School Director and receive mandatory training.

Camp Hours and Drop-Off/Pick-Up Procedures

Camp Hours

Regular Camp Hours: 9:00 am – 4:30 pm

Extended Care:

- Morning: 8:30 am – 9:00 am
- Evening: 4:30 pm – 5:00 pm

Cost: \$5 per session (morning or evening).

Extended care offers a relaxed and supervised environment where campers can choose their own activities.

Camper Arrival

Monday Morning Check-In:

Campers must be accompanied by a parent/guardian to the front desk of the Music School for check-in. An authorized pick-up/drop-off person must sign in the camper to ensure their safety.

Late Arrivals:

Programming begins promptly at 9:00 am each day. Arriving on time ensures your camper doesn't miss any of the exciting activities we have planned. If your camper will be arriving late, please notify us in advance via email at richmondhilllessons@long-mcquade.com.

Camper Departure

Early Pick-Up:

If you need to pick up your camper before the scheduled end of camp, please notify the front desk via email at **richmondhilllessons@long-mcquade.com**, and our team will inform the camp leader.

Late Pick-Up:

If you are running late to pick up your camper, please call the lessons team at **905-787-2090** as soon as possible. Campers remaining after **4:30 pm** will be transitioned into extended care, and the associated \$5 fee will apply.

Self-Departure Permission:

If your camper will be leaving the premises on their own, written consent from the parent/guardian must be provided in advance to the School Director at **pkhani@long-mcquade.com**.

Photos and Daily Updates

At our camp, we are dedicated to creating a memorable and engaging experience for all our campers, and we want families to feel connected to their child's journey. Throughout the week, our team will capture photos of campers participating in activities, both individually and in groups. These photos will be shared with families daily through our **Opus platform**, giving you a window into the fun and creativity your child experiences at camp.

To ensure every camper is included in these special moments, photos will be taken of all campers as part of our program. While we strive to respect all families' preferences, we are unable to accommodate requests for students to be excluded from photographs, as group participation is an integral part of our camp experience.

Please note that participation in Camps requires parents/guardians to complete the **waiver and photo/media release** upon registration. This agreement is part of the **automatic terms and conditions** included in your

registration confirmation. By registering, you confirm your understanding and acceptance of these terms.

If you have any questions about how photos are shared or how to access the Opus platform, please don't hesitate to contact us. We're excited to help you stay connected to your camper's adventure!

Camp Schedule

Monday – Thursday

8:30 am – 9:00 am	Morning extended care – “Campers Choice”
9:00 am – 9:30 am	Sign in / Camper Arrival / Ice breaker games
9:30 am – 11:30 am	Camp Theme Music Activities
11:30 am – noon	Outdoor Activities
noon – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Camp Theme Music Activities
3:00 pm – 3:30 pm	Outdoor Activities
3:30 pm – 4:30 pm	Rehearsal and Campers Choice
4:30 pm – 5:00 pm	Evening Extended Care – Campers Choice

Friday

8:00 am – 9:00 am	Morning extended care – “Campers Choice”
9:00 am – 9:30 am	Sign in / Camper Arrival
9:30 am – 11:30 am	Camp Theme Music Activities + Setup Showcase
11:30 am – noon	Outdoor Activities
noon – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Music Activity/Rehearsal
3:00 pm – 3:30 pm	Outdoor Activities
3:30 pm – 4:00 pm	Showcase Prep
4:00 pm – 4:30 pm	Special Activity
4:30 pm – 5:00 pm	Performance/Showcase

*Schedule subject to change based on group dynamics

Friday Showcase

The **Friday Showcase** is a highlight of the week and a wonderful opportunity for our Campers to shine! Taking place from **4:30 pm – 5:00 pm**, this special event allows campers to share their achievements and creativity with family and friends.

Each camper will participate in a musical performance and present projects they've worked on throughout the week. It's a celebration of their hard work, growth, and the fun they've had at camp!

Details for Parents and Guardians

- Families are warmly invited to attend the showcase at the end of the camp day.
- The showcase will be held in our **Cosmopolitan Music Hall**.

Outdoor Time and Unpleasant Weather

In accordance with the Child Care Early Years Act 2014, L&M Richmond Hill recognizes the importance of outdoor play and natural environments to children's healthy development and learning.

During the summer, students will have the opportunity to eat their lunches outdoors, weather permitting.

Our camps will break for outdoor activities on L&M Richmond Hill property during mid-morning and afternoon. In cases of extreme weather, all measures will be taken to ensure Campers are hydrated and provided indoor air-conditioned access as needed. On rainy, smog-alert, or extreme cold days, we will adjust outdoor time as necessary.

Hot Weather Guidelines

- During hot summer weather, our camp team will monitor the UV index, air quality, and heat alerts via www.weather.gc.ca.
- Parents are encouraged to send children to camp with sunscreen, sunglasses, hats, and protective clothing.

- While outdoors, our camp team will use shaded areas, if available.

Extreme Cold Weather Guidelines (March Break Camp)

- Consideration will be given to keeping children indoors when the windchill equivalent temperature is -10°C or lower due to wind conditions.
- Consideration will be given to shorten outdoor time when the windchill equivalent temperature is -5 degrees Celsius or lower due to wind conditions.
- Parents are encouraged to send children to camp with proper winter coats, hats, scarves, mittens, snow pants, and boots.
- While outdoors, camp team will check for icy spots and avoid those areas.

Making Changes to your Camp Registration

To make changes to your initial registration, please email our team at richmondhilllessons@long-mcquade.com. All changes are subject to availability.

Refunds and Full Camp Cancellations

Full refunds will be issued before May 31st, 2025 without penalty. Beginning June 1st, 2025, a percentage of the registration amount will be deducted from the refund. Refund requests and cancellations must be submitted in writing to richmondhilllessons@long-mcquade.com.

Summer Camp

- Over 4 weeks prior to camp start date □ 50% Refund
- Over 3 weeks prior to camp start date □ 25% Refund

March Break Camp

Full refunds will be issued before January 31st.

- Over 4 weeks prior to camp start date □ 50% Refund
- Over 3 weeks prior to camp start date □ 25% Refund

While we will always work with our students and families to ensure a positive and enriching experience, L&M Richmond Hill reserves the right to un-enrol a Camper if he or she is deemed to be incompatible with the program or other students. Please see below for further details regarding our Behavioural Guidelines.

L&M Richmond Hill also reserves the right to cancel or combine individual camps if minimum enrolment is not achieved. An option for a full refund will be issued if cancellation due to low enrolment is necessary.

Medical concerns for camp cancellation inside refund window:

For any last-minute absences from camp due to medical concerns, refunds will be considered with a doctor's note. Once the camp starts, refunds cannot be processed.

Refunds for days missed will be considered for campers who can provide proof of a COVID-19 test with specific days.

Absences and Single Day Cancellations

If a Camper is unable to attend a day of camp, please inform our team by emailing richmondhilllessons@long-mcquade.com or calling 905-787-2090. Refunds will not be issued for camp absences. Camp days cannot be made up.

Medication

If a Camper requires any prescription medication – please ensure you have filled out the Medical Information section on the registration page. Only prescription medicine will be accepted.

Prescription Medication

- Must be provided to the camp leader during Monday morning sign in
- Medication must be in original pharmacy bottle
- Labeled with patient name and physicians ordered dosage
- Pills in Ziploc bags, or unlabeled bottles will not be accepted;
non-prescription or over the counter medication will not be permitted

Asthma Inhalers and EpiPens

Asthma inhalers and EpiPens will be labeled and easily accessible to camp staff but out of reach of Campers. If you wish to discuss a Camper's medical condition in advance, please contact our Music School Director at **pkhani@long-mcquade.com**.

Accidents and Emergencies

Our team will take every precaution to ensure the safety of all Campers. We do understand though, that accidents happen. If your child is injured during our camp, our team will ensure that you are notified via telephone or accident report depending on the severity of the injury.

Our Camp waiver was included in your confirmation email, to allow our camp staff to authorize all procedures including admission to the hospital and necessary treatment in the event of an emergency. All our camp staff are CPR and First Aid trained.

In the event of an accident the following steps will be taken:

- Child will receive comfort and first aid
- An accident report will be completed by the camp staff who will determine if the parent/guardian needs to be contacted

- Parents/guardians will be asked to review and sign off on the accident report at pick up time and will receive either a hard copy or electronic copy

In the event of a more serious medical emergency, staff will contact 911 and notify the parent.

Illness

If your Camper should communicate that they are ill while attending camp, you will be notified directly via telephone. If your child is vomiting, has a fever or is exhibiting gastrointestinal issues, you will be asked to pick up your Camper and return to camp after 24 hours.

COVID 19 Symptoms

Our camp staff will ask that you pick up your child if they are showing excessive and continuous COVID-19 symptoms.

Please ensure that your Camper stays home if they are not feeling well or are exhibiting any COVID-19 symptoms.

By enrolling in the L&M Richmond Hill Camp, you confirm that you are self-screening at home prior to attending camp.

Allergies

For Campers that have allergies or dietary restrictions, please ensure this has been documented on your initial registration.

Please be aware that we do enforce a strict “NO NUTS” policy. We have campers and staff members who have severe nut allergies, and we thank you for your cooperation in keeping everyone safe.

Lunches and Snacks

Please remember to pack a lunch that can be refrigerated and snacks for each day that your Camper is attending camp. Campers will not be

permitted to share food with other campers. All Campers will be under adult supervision during lunch periods and snack breaks.

If nut products are found in snacks or lunches, they will be discarded immediately.

Restricted foods may be added as needed depending on Camper allergies within your camp setting. You will be notified of any additional restrictions.

L&M Richmond Hill will have additional snacks on hand. These snacks include:

- Cheerio's
- Fruits (i.e., apples, bananas, pears)
- Nut free granola bars

Valuables

L&M Richmond Hill will not be held responsible for any lost or stolen items while at camp. Please ensure all your Camper's items/clothing are labeled with their name.

Safety and Security

To ensure the safety of all our campers, we have a low staff to Camper ratio. All our camp staff will be wearing L&M Richmond Hill ID badges for easy identification. As mentioned above, our camp leaders are trained in First Aid and CPR/C.

It is in strict L&M Richmond Hill policy that no child is ever left alone. Children will always be supervised by Camp staff. Before moving from one activity room to another, a headcount will be taken to account for all children within that respective camp. During transition time, one member of our camp staff will be first out of the room, and another who will be last to leave to ensure all children have safely left the room. Camp staff will carry attendance sheets throughout the entire day.

Behaviour Expectations

At L&M Richmond Hill, we are committed to creating a safe, healthy, and respectful environment where all Campers can thrive, grow, and enjoy a fun and enriching camp experience. To ensure every camper feels valued and supported, we work closely with families to maintain positive behaviour and address any challenges that may arise.

We encourage all Campers to:

- Participate enthusiastically in all camp activities.
- Show kindness and respect to fellow campers, staff, and volunteers.
- Take care of L&M Richmond Hill property and respect the belongings of others.
- Follow directions from camp staff and stay with their group at all times.

Collaborative Approach to Behaviour

If a camper exhibits challenging behaviour, our staff will take the following supportive steps:

1. Encouragement and Redirection

- a. The camper will be gently reminded of expectations and supported in making positive choices.
- b. Staff will provide clear and specific examples to help guide the camper toward appropriate behaviour.

2. Problem-Solving Together

- a. If the behaviour continues, the camper will meet with the School Director or a senior staff member to discuss strategies for improvement.
- b. The focus will be on understanding the underlying cause of the behaviour and working collaboratively to find solutions.

3. Parent/Guardian Involvement

- a. If the above steps are unsuccessful, parents/guardians will be contacted to discuss the situation and explore additional ways to support the camper.
- b. In rare cases where the behaviour significantly disrupts camp activities or poses a safety concern, the camper may be asked to leave for the day or the remainder of the camp session.

Zero-Tolerance Policy

To ensure the well-being of all campers and staff, the following behaviours will result in immediate removal from camp with no refund:

- Use of inappropriate language, including profanity, vulgarity, or obscenity.
- Verbal or physical aggression toward others, including bullying.
- Theft or intentional damage to L&M Richmond Hill property or the belongings of others.
- Possession or use of drugs, alcohol, or any prohibited substances.
- Engaging in inappropriate or harmful actions such as indecent exposure.

Partnering with Families

We believe in fostering a partnership with families to support positive behaviour. If you have any specific strategies or insights into what works best for your camper, please don't hesitate to share them with us. Together, we can ensure your child has a meaningful and joyful camp experience.