



What You Need to Know...

DROP OFF AND PICK-UP: There is no parking available at the Museum. There is a school bus loading zone in front of the building where you may drop-off and pick-up your children briefly. Parking your car in this area and/or blocking the TTC stop are considered by the police to be parking violations and you may be ticketed. The Museum assumes no responsibility for such violations nor can we assist you with parking tickets.

The TTC also stops at our door on both subway and surface routes. Call 393-INFO for details.

BUSING: If you registered for busing, information on routes and schedules will be mailed to you at a later date. Updates will also be posted on the ROM's website (www.rom.on.ca)

ENTRANCE TO THE MUSEUM is via the School Entrance at the south side of the building. Go down the small set of stairs between the Museum and the Planetarium and through the first set of glass doors on the right. You will be greeted just inside these doors.

EARLY BIRD VIDEOS: drop your child off between 8 and 9 am for our free early bird video program.

PROGRAMS BEGIN at 9 am sharp, late children must be brought to the Studio to sign in. Afternoon programs begin at noon, children should be dropped off before this time.

A SUPERVISED MID-MORNING BREAK is held in the Philosopher's Walk, behind the Museum. We have balls, frisbees, shade, picture books and time to relax. Children should bring their own snacks and drinks (**NO PEANUTS**).

IF ATTENDING THE MORNING ONLY, PICK-UP TIME IS NOON SHARP at the Museum's South Entrance.

AFTERNOON AND FULL-DAY CLUB MEMBERS HAVE A SUPERVISED LUNCH in Philosopher's Walk (weather permitting) behind the Museum. Children should bring their own bag lunches, drinks and snacks (**NO PEANUTS PLEASE**).

SWIM & GYM ACTIVITIES include swimming and recreation each day at the U of T Athletic Centre, at Harbord and Spadina. The Athletic Centre is a 10 minute walk and children are escorted there and back to the ROM for pick-up.

AFTERNOON PICK-UP TIME IS 4 PM SHARP at the Museum's South Entrance, unless enrolled in the extended care option.

EXTENDED CARE members will be available for pick up until 6:00 pm. If your child is left beyond this time you will be subject to a late fee of \$1.00 per minute. Repeated lateness may result in your child being withdrawn from the program.

FOR YOUR CHILD'S SAFETY, we do not permit children to leave unattended. If your child is 11- 16 years of age he/she can leave on his/her own if he/she has a signed note from home. Please provide a note if you know **in advance** if your child is going to be **absent**. Please telephone (416) 586-8043 if your child is ill and will not be attending.

Many of our programs involve spending time **OUTDOORS**. Please ensure that your child is prepared for the weather (sunhats, sunscreen, jackets, etc.). Outdoor activities will move indoors if the weather is inclement.

See Over

Welcome to all former and new SUMMER CLUB members!

SUMMER CLUB HOTLINE: (416) 586-8043

Administrative Queries Only: (416) 586-5797



Summer Club Policy on Behaviour and Discipline

At the ROM Summer Club we believe every child has the right to a safe, enjoyable and educational experience in our programs. We therefore expect and encourage each participant to maintain a positive and appropriate level of conduct. Our staff are respectful of the right of each child to be treated in fair manner and wish him or her to be able to express themselves without fear of punishment or disapproval.

We take a stepped approach to discipline in proportion to the level of misconduct:

Minor incidents (repeated interrupting, inattention): Dealt with by the instructor at the time of the incident. Usually the child is briefly withdrawn from the group and given a firm, friendly verbal warning.

Nuisance Behaviours (intentional interrupting, deliberate inattention): Child temporarily withdrawn from group and discusses behaviour with Program Coordinator.

Serious Misbehaviors (repeated nuisances, talking back, refusal to cooperate with group/instructor, roughhousing, pushing): Child discusses behaviour with Program Coordinator and prepares written action plan to remedy behaviour. Parents notified and involved in solving problem. If behaviour recurs child may be asked to leave program without refund.

Major Offenses (theft, vandalism, leaving group unescorted, verbal or physical abuse - especially that of a discriminatory nature): Child discusses behaviour with Program Coordinator. Parents notified immediately. Reparations to property made and police involved if necessary. Child may be immediately and permanently removed from the program without refund.

We will make every effort to work with children and parents to find a solution to behavioural problems whenever possible.

If your child has been identified as having a behavioural disorder (such as ADHD) we would appreciate a frank and confidential discussion with you to help find the best way to successfully integrate him or her into our program.

Our goal is to provide a safe, orderly and enjoyable environment for your child. Your cooperation with this behavioural policy will help us toward that goal. If you have any questions or concerns regarding this policy please contact me directly at (416) 586- 5804. Your continued support of the ROM Summer Club is greatly appreciated.

Sincerely,

Susan Norris
Program Coordinator



HEALTH NOTIFICATION AND PERMISSION FORM

The personal information contained on this form will be used to respond to medical and emergency situations, and is collected under the authority of the *Royal Ontario Museum Act*.

This form must be completed and submitted for each child prior to the start of their program. The form will be kept on file for the duration of the program, and a copy may be kept with the Program Instructor.

Child's Name: _____ **Date of Birth:** _____

(dd/mm/yy)

Course(s) Registered In: _____ **Dates of Course(s):** _____

Names of Parents/Guardians: _____

Phone Number in case of emergency: _____

Doctor's Name: _____ **Phone Number:** _____

OHIP Number: _____

Health Information:

Please provide detailed information, and describe the necessary action required in the event of a medical emergency or allergic reaction.

In addition, parents should speak with the Program Instructor and/or Program Coordinator regarding their child's allergies, medical conditions and necessary medication.

1. Allergies (e.g. foods, medications plants, animals):

2. Medical/Behavioural Conditions (e.g. asthma, diabetes, epilepsy, heart disease, sight/hearing difficulties, ADHD, emotional concerns, developmental delays, learning difficulties etc.):

3. Medication carried / treatment required (e.g. EPI pen, inhaler, ritalin, etc.):

PERMISSION FOR TREATMENT

In the event of sickness or injury, ROM staff will obtain the necessary medical attention for the child, which may include administering medicines provided by the parent, basic First Aid, and transportation to the nearest hospital.

I authorize the ROM to obtain the necessary medical attention, as stated above, for my child in the case of sickness or injury.

Signature of Parent/Guardian: _____ **Date:** _____

Note: The collection of the above information is governed by the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Should you have any questions regarding privacy provisions, please contact Susan Norris, Program Coordinator, (416) 586-5804.