



2025 Camp Information Guide



MUSEUM
LONDON

About Day Camp

ML Kids Camp provides unique opportunities for imagination, exploration and creation

Our camps are for children ages 6 – 12, and encourage self-expression and creativity in our dynamic studio through independent and collaborative projects.

Campers will take part in exhibition tours, explore our neighborhood and museum grounds on guided nature walks, play at nearby parks, and enjoy outdoor games and activities that encourage movement, teamwork, and fun.

Each week, a talented artist from the London area will visit to share their craft, giving campers the unique opportunity to learn from professionals. From painting to sculpture, drawing to animation, every day will bring campers new creative opportunities to express themselves and grow their artistic skill.

Please review this essential camp information to help you and your child prepare for an unforgettable experience at Museum London.

Our Staff

Our camp staff are practicing artists and experienced art educators. They provide a safe and supportive environment in which campers can create and play. All camp staff complete training that includes First Aid and CPR. As a registered HIGH FIVE® organization, all camp staff are required to complete the HIGH FIVE® Healthy Child Development program. Additional training in risk management, inclusion, bullying prevention and Museum London's policies and procedures are required.

Our camp staff to camper ratio is 1:8. Each camp has a total of 30 campers.

If you require more information, or need to connect with our staff, please contact our front desk at 519.661.0333.

Camp Newsletter

One week before camp begins our staff will send out an email including important information regarding the upcoming camp. Please check your spam folders. If you do not receive an email one week before camp, please contact Sarah Munro, Curator of Engagement and Outreach at smunro@museumlondon.ca or call 519.661.0333 x 4261.

Growing Chefs Lunch on Fridays!

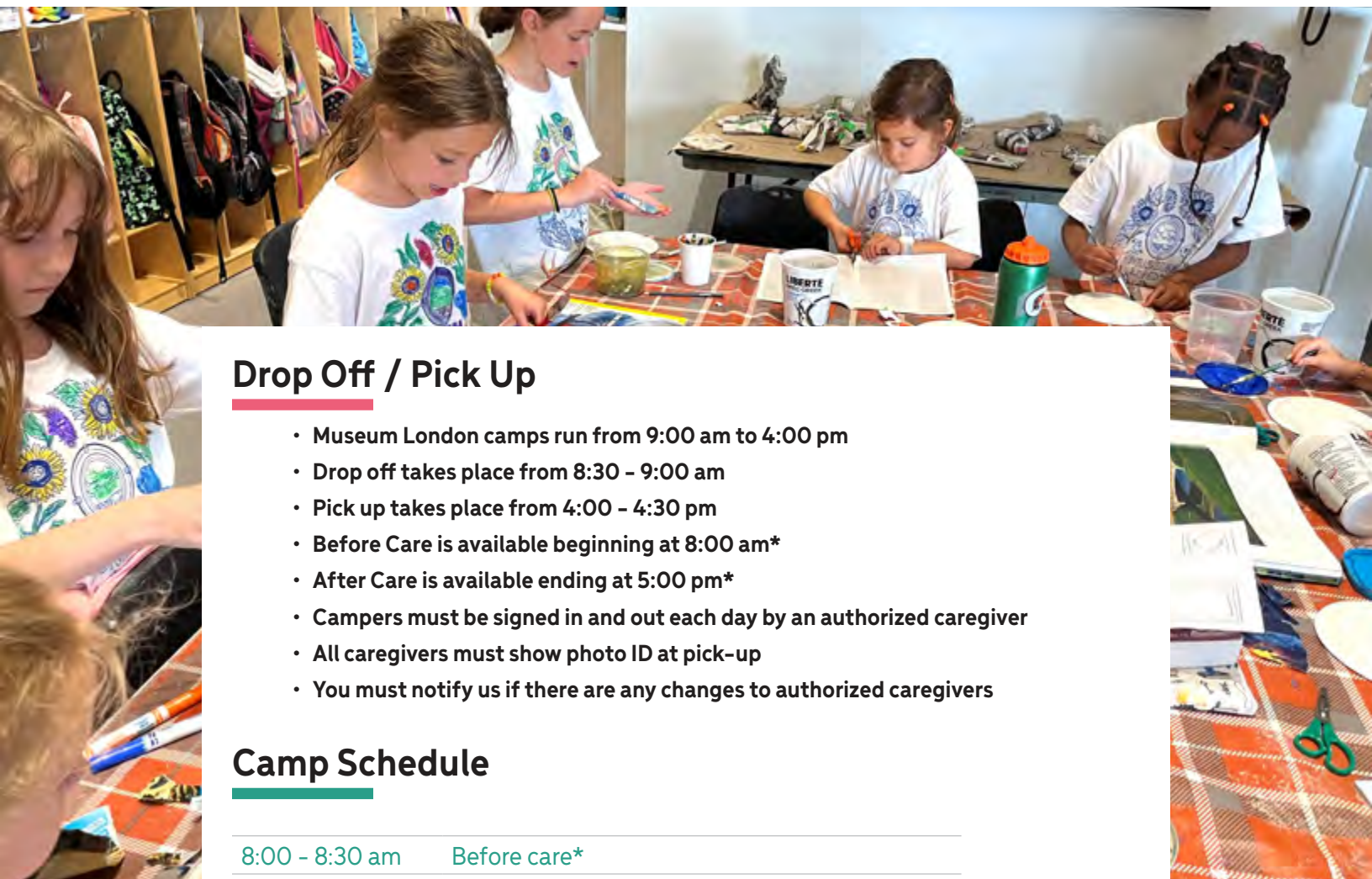
A healthy and nutritious lunch is available through our partners at Growing Chefs! Ontario for purchase on the Fridays of each week of camp.

Cold Lunch \$9.00 +HST
Hot Lunch \$10.00 +HST

Please note that no substitutions or changes can be requested. Dietary restrictions will be accommodated (ie. allergies, Halal, vegan, etc.). The deadline to purchase lunch is 3:00 pm the Thursday BEFORE your child's week of camp.



General Information



Drop Off / Pick Up

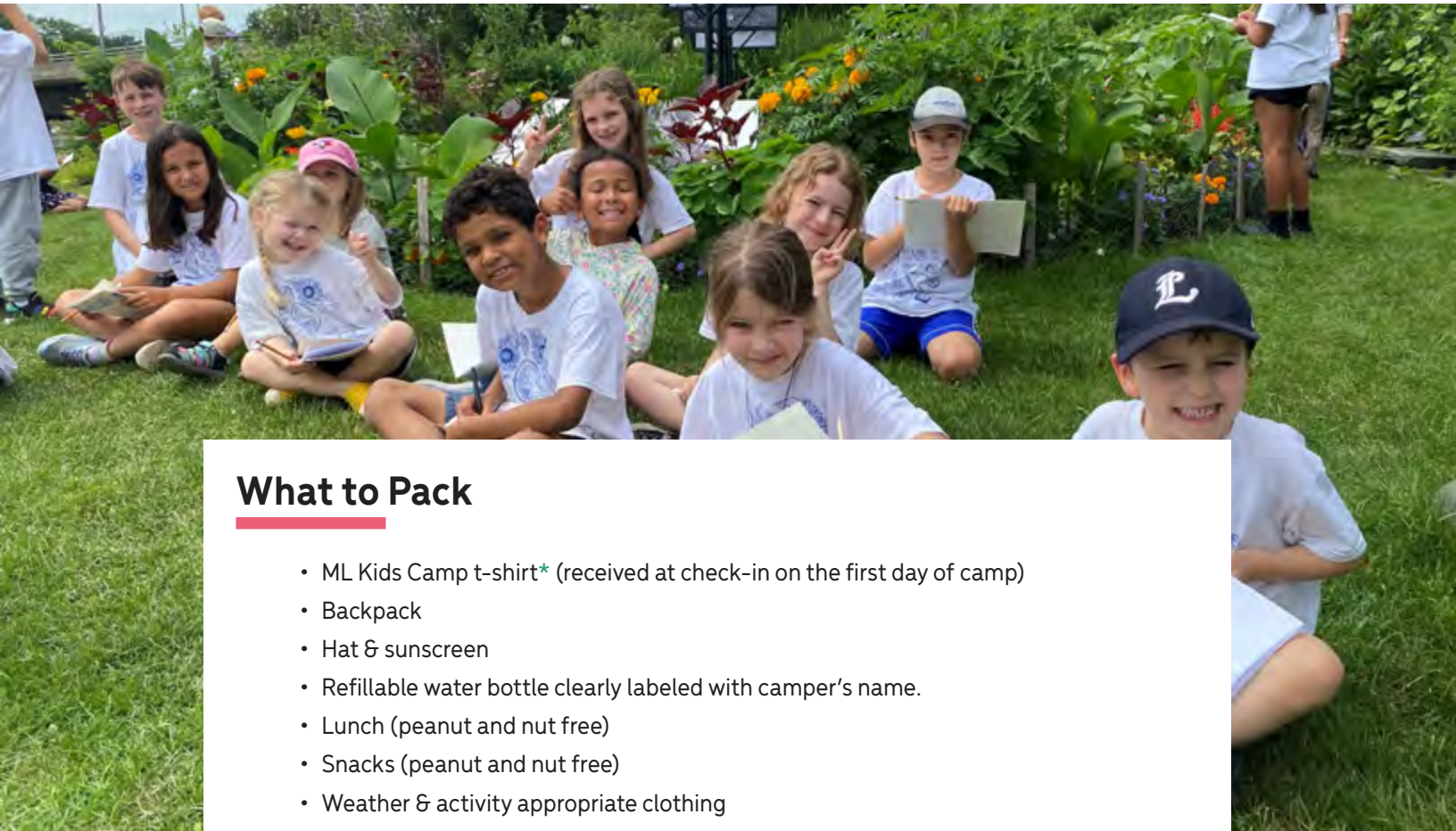
- Museum London camps run from 9:00 am to 4:00 pm
- Drop off takes place from 8:30 – 9:00 am
- Pick up takes place from 4:00 – 4:30 pm
- Before Care is available beginning at 8:00 am*
- After Care is available ending at 5:00 pm*
- Campers must be signed in and out each day by an authorized caregiver
- All caregivers must show photo ID at pick-up
- You must notify us if there are any changes to authorized caregivers

Camp Schedule

8:00 – 8:30 am	Before care*
8:30 – 9:00 am	Drop off
9:00 – 9:15 am	Welcome and introductions
9:15 – 10:15 am	Art project
10:15 – 10:40 am	Break / snack / outdoor time
10:40 – 12:00 pm	Art project
12:00 – 12:30 pm	Lunch
12:30 – 1:15 pm	Outdoor games + activities (weather dependent)
1:15 – 1:30 pm	Return to museum
1:30 – 1:50 pm	Gallery tour / featured artist visit / off-site visit
1:50 – 3:15 pm	Art project
3:15 – 3:30 pm	Break / snack
3:30 – 4:00 pm	Finishing art projects / clean up
4:00 – 4:30 pm	Pick up
4:30 – 5:00 pm	After care *

*Registration for before care and after care is required. Additional fees apply. Call our front desk at **519-661-0333** for further information.

What to Pack



What to Pack

- ML Kids Camp t-shirt* (received at check-in on the first day of camp)
- Backpack
- Hat & sunscreen
- Refillable water bottle clearly labeled with camper's name.
- Lunch (peanut and nut free)
- Snacks (peanut and nut free)
- Weather & activity appropriate clothing
- Closed-toe shoes (no flip flops or sandals) with back strap

Not Permitted

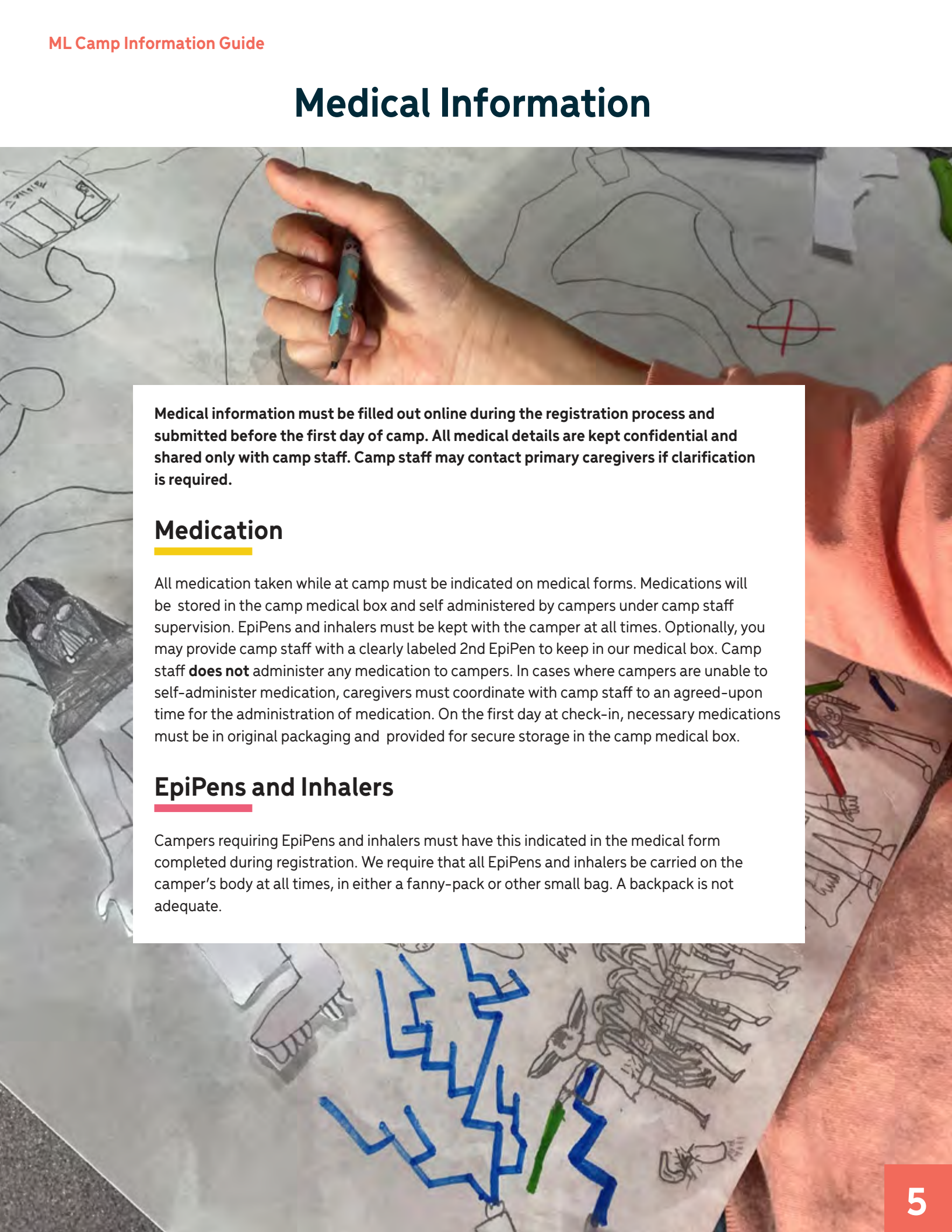
- Peanuts or nut products
- Toys
- Electronics
- Money
- Any other valuable items

Lost and Found

Please label all of your child's belongings. Museum London will not be held responsible for lost or damaged items. Lost and found items can be retrieved at the camper check-in/out table or the Museum's front desk until the end of August. If items with your child's name are discovered, you will be notified. Unclaimed items will be donated in September. Additionally, any unclaimed artwork will be the property of Museum London at the end of the session.

* Additional t-shirts can be purchased at Shop Museum London.
Previously purchased ML Kids Camp t-shirts are welcome.

Medical Information

A hand holding a blue and white EpiPen over a drawing of a person's head. The background is a large sheet of paper with various drawings, including a person's head, a person's legs, and a person's torso. The hand is holding the EpiPen in a way that the needle is pointing towards the drawing of the person's head.

Medical information must be filled out online during the registration process and submitted before the first day of camp. All medical details are kept confidential and shared only with camp staff. Camp staff may contact primary caregivers if clarification is required.

Medication

All medication taken while at camp must be indicated on medical forms. Medications will be stored in the camp medical box and self administered by campers under camp staff supervision. EpiPens and inhalers must be kept with the camper at all times. Optionally, you may provide camp staff with a clearly labeled 2nd EpiPen to keep in our medical box. Camp staff **does not** administer any medication to campers. In cases where campers are unable to self-administer medication, caregivers must coordinate with camp staff to an agreed-upon time for the administration of medication. On the first day at check-in, necessary medications must be in original packaging and provided for secure storage in the camp medical box.

EpiPens and Inhalers

Campers requiring EpiPens and inhalers must have this indicated in the medical form completed during registration. We require that all EpiPens and inhalers be carried on the camper's body at all times, in either a fanny-pack or other small bag. A backpack is not adequate.

FAQ

Parking Information

Parking Passes for Week-Long Camps (March Break, Summer Camp Only)

Please note that parking passes will only be available for Museum London's weekly camp programs (March break and summer camp). Display this pass in your front windshield at camper pick up and drop off from 8:30–9:00 am and 4:00–5:00 pm daily. Parking passes for registered before care and after care packages will be provided upon check in. Please do not park in the two red reserved parking spots in the parking lot.

Pay Parking

Our parking lot (Municipal Lot #19) is managed by the City of London and is accessed by driving westbound on Dundas Street past Ridout Street North, making a right turn into the lot. Parking vouchers must be purchased at the machine (credit card or coins, no bills) located in the parking lot, and the voucher must be displayed visibly on the dashboard of your vehicle. Failure to do so may result in a parking ticket. Please do not park in the two reserved monthly parking spaces.

Absence or Late Arrival

If your child will be arriving late or is absent from camp, please call the front desk at 519-661-0333 or let the camp staff know in advance.

Injury / Illness

All camp staff are certified in First Aid and CPR. First Aid kits are kept with staff at all times while outside the Museum. In the event of a minor incident, camp staff will provide appropriate care and update caregivers at sign-out. For more serious incidents, caregivers will be notified immediately. If a camper becomes sick while at camp, caregivers will be contacted to arrange for immediate pick-up. If a camper is experiencing symptoms of illness at home, please assess whether they are well enough to participate in all camp programming prior to their arrival.

Off-site Visits

Notification of an off-site visit will be emailed to registrants one week before camp. Offsite visits to local arts organizations such as TAP Centre for Creativity provide unique opportunities for campers to view art outside of the Museum and to hear from local artists and view their exhibitions.

Extreme Weather

In the event of a storm or extreme heat, camp activities will remain indoors in our air conditioned facilities. Week-long camps have access to Museum London's theatre for viewing relevant and age appropriate short films from 12:30–1:15 pm.

Cancellation Policy

Cancellations must be communicated directly to the front desk staff, either in person, by email, or by phone during business hours. For cancellations received at least one week in advance, the registration fee will be refunded less a \$30 administration fee. There will be no refunds for cancellations made with less than one week's notice.

Late Fees

A \$25 late fee will be charged for campers who are not enrolled in After Care and are picked up after 5:10 pm. A \$25 late fee will be charged for campers who are picked up from After Care, 5:35 pm and later.

Registration Receipts

Museum London is a registered not for profit organization. An annual registration receipt will be issued to you in February, which will include everything your child has participated in during the previous year.

Feedback

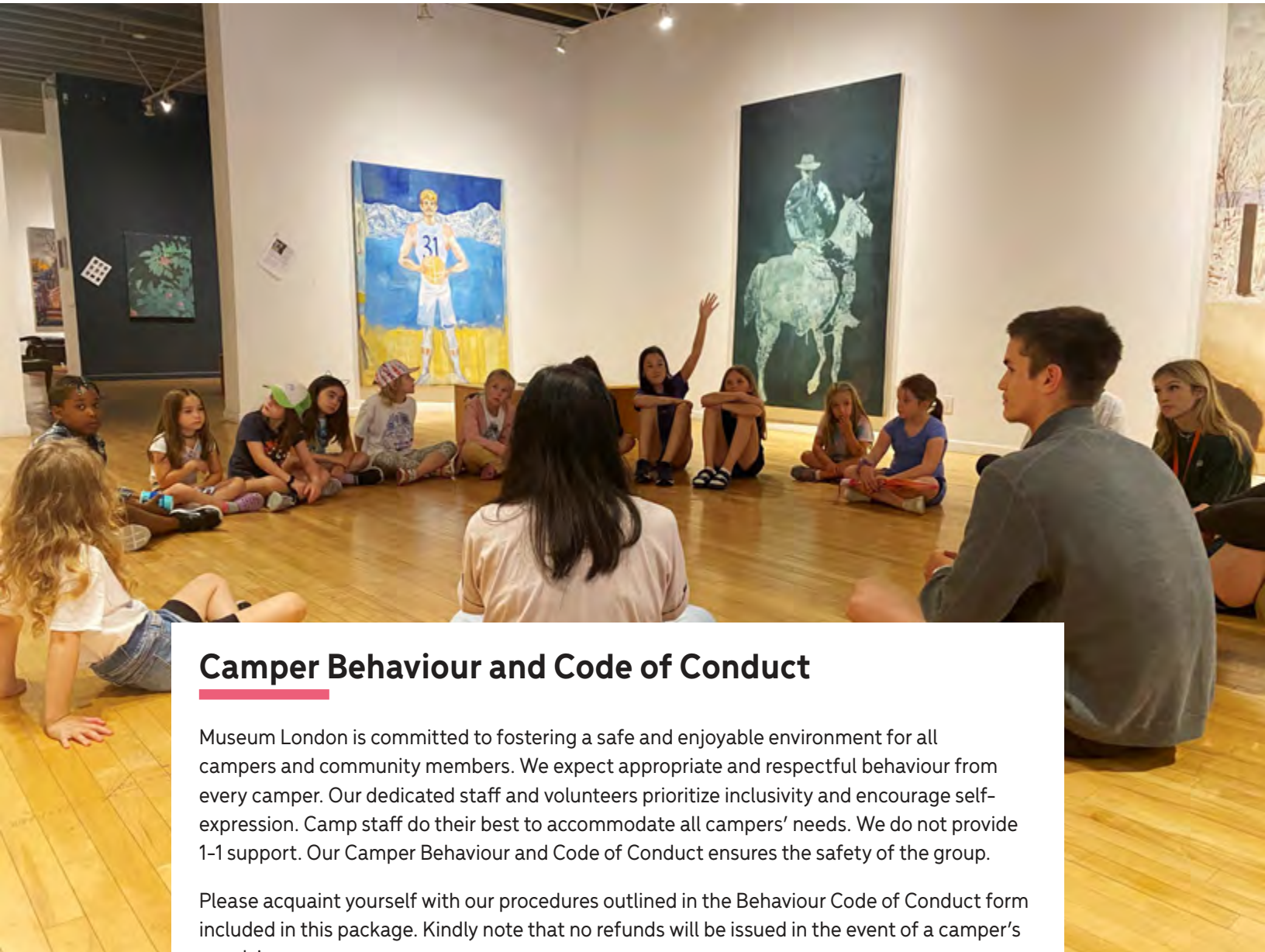
We appreciate your feedback. You will receive a feedback survey at the end of your camp week.

Contact

If you have immediate questions or concerns please contact **Sarah Munro**, Curator of Engagement and Outreach

smunro@museumlondon.ca, 519.661.0333 x 4261

Camper Behaviour & Code of Conduct



Camper Behaviour and Code of Conduct

Museum London is committed to fostering a safe and enjoyable environment for all campers and community members. We expect appropriate and respectful behaviour from every camper. Our dedicated staff and volunteers prioritize inclusivity and encourage self-expression. Camp staff do their best to accommodate all campers' needs. We do not provide 1-1 support. Our Camper Behaviour and Code of Conduct ensures the safety of the group.

Please acquaint yourself with our procedures outlined in the Behaviour Code of Conduct form included in this package. Kindly note that no refunds will be issued in the event of a camper's expulsion.

**MUSEUM
LONDON**

421 Ridout Street North,
London, Ontario, Canada N6A 5H4
519-661-0333
museumlondon.ca

Stay Connected
@MuseumLondon



Museum London Behaviour and Code of Conduct Form

When managing camper behavior, camp staff will use problem-solving techniques to help campers understand the consequences of their actions. If these techniques are insufficient in maintaining a safe and constructive environment, camp staff will follow these procedures. This form must be signed and copied by the Curator of Engagement and Outreach (with a copy retained on file) before handed to the parent/guardian. The parent/guardian can either sign the form on-site and return it promptly to the camp staff (preferred) or take it home, review, sign, and then bring it back. The parent/guardian must submit this form directly to camp staff and not via the camper.

Incident	Behaviour	Discipline Minor Infraction
Minor	<ul style="list-style-type: none">Continued disobedience of a program ruleContinued disobedience of a verbal instruction from staffOther:	Initial Occurrence The participant will be required to sit out for a period of five minutes
		Second Occurrence The participant will sit out again and parent/gaurdian will be notified that a third infraction will result in a suspension
		Third Occurrence The participant will be suspended for a full day
		Discipline Moderate Infraction
Moderate	<ul style="list-style-type: none">Reckless disregard for safety of other participants, staff or selfFightingSwearingIn opposition to camp leadershipVandalismBullyingOther:	Initial Occurrence The participant will be removed from the program for a period of time and parent/gaurdian will be notified immediately that a second infraction will result in a suspension.
		Second Occurrence The participant will be suspended for a full day.
		Third Occurrence The participant will be suspended for a full week.
Disciplinary actions are progressive irrespective of the infraction, with the exception of Zero Tolerance incidents.		
Zero Tolerance	<ul style="list-style-type: none">Possession of or use of any weaponsPhysical abuse of other participants or staffUttering physical threatsSmoking or use of illegal drugsTheft	Discipline Zero Tolerance
		Parents/guardians notified of the infraction and the participant is suspended for the duration of the season. Police are notified if appropriate.

The effectiveness of this procedure is dependent on the co-operation and communication between staff, parents/guardians and child.

Camper Behaviour & Code of Conduct Form

Today, _____

was involved in _____

We ask that you have a talk with your child explaining that this behaviour is not appropriate.

This is the ☐ 1st, ☐ the 2nd, ☐ the 3rd warning (discipline is progressive).

After three warnings, we will have to ask that leave our program for

☐ 1 day, ☐ 1 week, a _____.

Should your child be suspended, staff will make every effort to contact you prior to your arrival.

We hope that this issue is resolved and will not re-occur. Your cooperation is greatly appreciated.

Sincerely,

Instructor

Curator of Engagement and Outreach
(please make a photocopy before giving to guardian)

Parent/Guardian Signature
(please sign and return this letter directly to art instructor)

Date

Comments: