

Venture Parent Guide

(Please read carefully!)



Monday Sign-In

- Check-in is from 8:30 am to 8:55 am promptly on Monday morning.
- **Please park your vehicle in Parking Lot I.** You will have 15 minutes of free parking.
- Walk your camper to the Annex of the John Hodgins Engineering building (JHE). You will see our staff holding signs outside the building. Be mindful of the construction near the area.
- When you arrive at the Annex, please go to the designated area for your child's camp.
- At the time of check-in we ask that you please bring **a copy of your child's report card for proof of grade.** Note for Venture 2016 you register your child for the grade they are going into in September 2016.
- Please make sure that the parent/guardian dropping off your camper is aware of the camp, grade, and class that they are registered in.
- Busing Students: Busing students will be met by the bus monitor, checked in, and taken to their respective classroom upon arrival at McMaster.

Parking

- Parking is available in Parking Lot I, and the first 15 minutes are free. You can use the ticket you receive upon entry to exit within 15 minutes. If you happen to be longer than 15 minutes, you can use your ticket to pay at the booth - \$7.00 per hour. The parking lot is clearly marked, and it is right across from the JHE Annex.
- Please do not use the meters alongside the building, or idle beside the JHE Annex. The meters do not offer any complimentary parking and you will be ticketed.

Drop-off and Pick-up After Monday Morning

- Drop-off and pick-up will occur in Parking Lot I at the BIG TREE (See 'Important Map').
- Drop-off in the morning is from 8:30 – 9:00 am. Pick-up in the afternoon is from 4:00 – 4:20 pm.
- **When picking up your child you MUST show photo ID to their instructor and initial the attendance sheet every day.**
 - If anyone is picking up your child (even the child's other parent), your on-line registration alternative pick-up person must be filled out – we allow 5 alternative pick-up persons on your on-line registration.
- If you cannot pick your child up before 4:20 p.m. **an extended care service is available upon registration** (see below).
- In case of rain or extreme weather conditions, you can drop off and pick up your child at the JHE Annex
- **Please note: For all children's safety, we require you to park in a proper parking spot in Parking Lot I when picking up and dropping off campers. Please do not double park or idle in front of the JHE Annex or inside the parking lot or in the loading dock of the IAHS Building.**
- For any special pick-up instructions or to authorize someone other than yourself to pick up your child, you must fill out on your on-line registration.

Extended Care *must sign up during registration

- Extended supervision is available at 8:00 a.m. to 5:30 p.m. **in JHE Annex A101** (see map.)
- Please pick up your child before 5:30 p.m. to avoid an overtime fee of \$20.00 per additional half hour of supervision. Late pick-ups will be rounded up to the nearest half hour
- There is no supervision guaranteed before 8:00 a.m.
- All children must be picked up from the Venture Camp Extended Care no later than 5:30 p.m.
- Failure to do so will result in a one-time warning. After this, subsequent late arrivals will result in a charge of \$20.00 per half hour per child, payable in cash to the Venture staff member watching the child.

Attendance

- Attendance is taken daily, so if your child will be late or absent for any reason, you must contact us at 905-525-9140 ext. 24906 or email vespi@mcmaster.ca before 9:00 a.m.
- If your child is on the bus and you know that he or she will not be boarding a bus on a specific day, please email vespi@mcmaster.ca or call the office at 905-525-9140 ext. 24906

Important Reminders

- No food with peanuts or traces of nuts permitted
- No valuables such as mp3 players or video games are permitted, as Venture will not be responsible for any losses or thefts that may occur.
- **Venture t-shirts and running shoes must be worn every day for safety reasons.**
- Bring a water bottle, sunscreen, a hat, etc., for outdoor activities.
- Write your child's full name on his/her belongings (backpack, hoodie, etc.)
- Venture maintains a zero tolerance policy towards inappropriate behavior in the classroom. In the case of repeated or severe incidents involving your child, you may be asked to come and pick them up from camp, with no refunds.
- ALL cancellations are subject to a \$75.00 administration fee.
- Cancellations must be made 21 days before the start of the registered week to be eligible for a refund.
- No refunds will be issued to cancellations made within 21 days of the start of registered week of camp.
- No refunds for university closures.
- **Absolutely No refunds on Bus or Extended Care fees.**

Lab Rules

- Throughout the week every class will be completing various projects in Venture's Lab. Certain safety rules must be followed in order for each camper to be able to participate:
 - 1) Long pants must be worn to enter the lab (simply have your child carry a pair of long pants in their backpack at all times).
 - 2) Running shoes only (**these are mandatory for all activities for safety reasons**).
 - 3) Long hair must be tied back.
- Campers who are not prepared to follow these rules will not be able to participate in the lab activities, for their own safety.

Snack and Lunch

- Campers must bring their own lunch, as well as a peanut free snack for both morning and afternoon scheduled break/snack times. **There will be no opportunity to purchase snacks or lunches.**

Friday Pizza Day

- Campers can buy pizza for **\$1.25 per slice**. Money will be collected all week until **Wednesday at lunch**.
- Campers must bring their own drinks for lunch on this day and packed snacks.

Swimming

- Campers in Grades 3-8 go swimming on the following days:
 - Grades 3&4 – **Wednesday**
 - Grades 5&6 – **Tuesday**
 - Grades 7&8 – **Thursday**
- Campers should bring a **bathing suit and towel, as well as a plastic bag** for wet things.
- Each camper undergoes a swim test prior to the swimming activity. Should the camper fail the swim test, they will be instructed to stay in the shallow end of the pool.

Canned Food Drive

Every year Venture collects canned goods to donate to various charities within Hamilton. Food items will be collected throughout the summer and donated on the final day of camp. If you have any non-perishable food items, please feel free to send them to camp with your child. Please bring in one can good item during your week of camp.

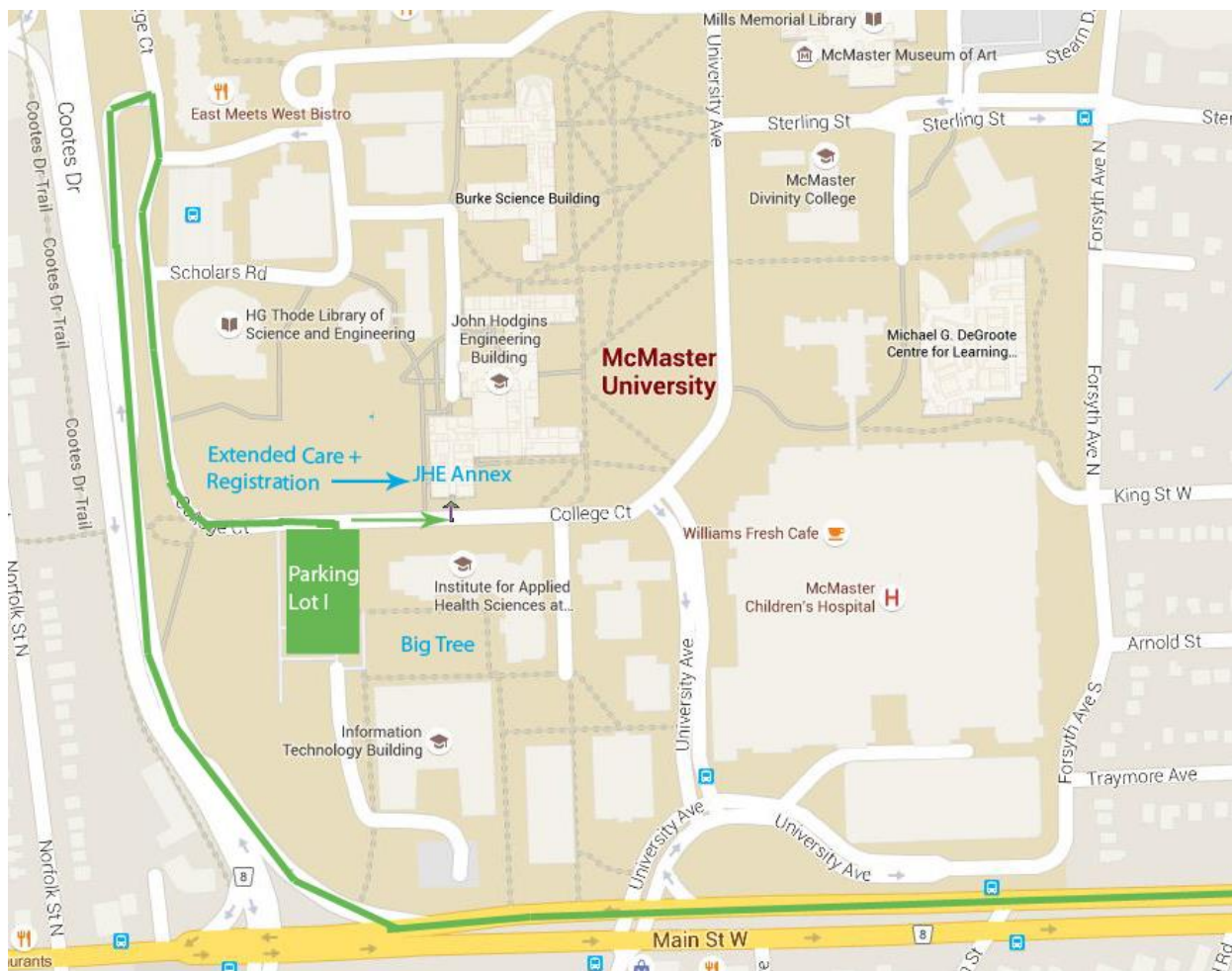
Busing

Busing information is summarized below. Please note the pick-up and drop-off times. Please be on time as the buses are on a schedule and will not wait at the bus stop.

	Mississauga Bus	Oakville Bus	Burlington Bus	
Location	RAWC University of Toronto Mississauga Campus	Oakville Glen Abby Rec. Centre	Mainway Rec. Centre	Burlington Central Library
Address	3359 Mississauga Road	Corner 3 rd & Upper Middle Rd.	4015 Mainway, Corner of Mainway & Walkers Line	2331 New St
Pick-Up Time	7:30 AM	7:50 AM	8:05 AM	8:20 AM
Drop-Off Time	5:00 PM	4:50 PM	4:30 PM	4:15 PM

Please Note: Times may vary 5-10 minutes depending on traffic.

Important Map



Please note: Directions to McMaster, as well as additional maps of the campus, are available on our website.

Venture Camp
Late Pick Up Policy

It is the expectation that all children registered for extended care are picked up from the Venture Camp no later than 5:30p.m. When a parent is unable to pick up by this time, it is the parent's responsibility to:

1. Contact an emergency contact to arrange for alternate pick up and to advise this person that they will be asked to show photo ID.
2. Contact the Engineering Alumni Office (Venture Camp) to advise in the change of routine so that a general waiver may be completed. **905-525-9140 ext. 24906**

Should a child be picked up past 5:30 p.m. more than once after a first warning, a late fee of \$20.00 per half hour per child will be charged to the parent. This is payable to the staff attending to the children. The university clock will be used as the official time. Late fees are to be paid to the staff on duty at the time of pick up. Should a parent be unable to pay upon pickup, payment shall be made within 24 hours. Arriving late three times may result in removal from Venture Camp with no refund.

This document is record of late pick up for (*to be completed by Venture staff*): 1st and final warning

_____ on _____ at _____
(child/children's name(s)) (date) (time picked up)

I have reviewed the Venture Camp Late Pick up Policy with a Venture Staff Member. I understand and agree to this one-time warning.

Parent Signature: _____

Venture Staff Member: _____
