



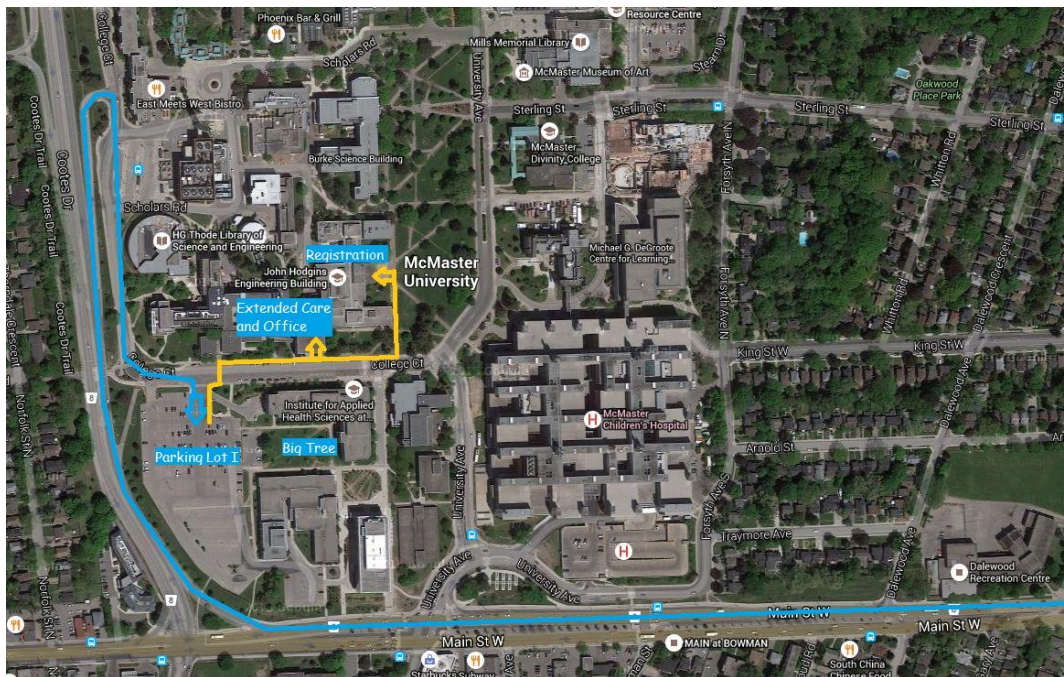
Venture Parent Guide (Please read all the way through!)

Contact Information

Email: vespi@mcmaster.ca

Phone: 905-525-9130 ext. 24906

Directions



Venture Engineering and Science is located on McMaster University's Campus in Hamilton (1280 Main Street West). Our office is based out of the *Engineering Alumni and Camps Office* in John Hodgins Engineering Building.

Additional maps and directions from various locations can be found on our website.

Parking

Parking is available in **Lot I** (shown in the map above) for **15 minutes** each morning. When you drive into the parking lot you will receive a ticket, if you leave before 15 minutes you can **use the ticket to exit free of cost**. If you happen to be longer than 15 minutes you can use the ticket to pay at the booth (\$7.00/hour).

All other parking on campus will require you to pay. Please use the complimentary parking and do not idle. **For all children's safety please park in a proper parking spot in Lot I, do not double park or idle in front of JHE, loading docks or Lot I.**

Monday Morning

On the first day of camp you will need to check-in your camper with Venture. This is to ensure the information we have for your camper is correct and to give you a chance to meet your camper's instructor! Check in will go from **8:30 am until 8:55 am**. Park your car in Lot I and walk around to the **front of John Hodgins Engineering Building (JHE)**, shown as **Registration** on the map. Venture staff will be around in Jade staff T-Shirts to direct you.

Each camp will have a designated table inside the lobby, so **be sure you know which section your camper is registered in (e.g. Computers and Technology 3-4, Yes She Can etc.)**. **A report card** will be needed to show proof of the grade they will be entering in September 2017.

Busing campers will be met by a bus monitor, checked-in, and taken to their classrooms upon arrival at McMaster. Busing campers should be at their stop 5 minutes before it is scheduled to arrive. Busing times are shown under the 'Busing' heading.

Children registered in morning Extended Care can be brought to the **Extended Care** (see more information below) room in **JHE Annex A101**, entrance shown on the map, starting at **8:00 am** to check-in.

Tuesday-Friday Morning

Drop-off on regular camp days is from **8:30-9:00 am**. Instructors will be waiting at **Big Tree**, in the **field beside Parking Lot I**, to greet your campers. Please **park in Lot I** and ensure your camper makes it into their correct class. In the mornings we do not require guardians to sign-in their campers.

Busing campers will need to be at their stop 5 minutes before it is scheduled to arrive.

Campers registered in Extended Care may be dropped off at 8:00am in JHE Annex A101, see the map.

Mandatory:

If you will be later than drop-off time, absent, or if your child will not take the bus on a specific day we ask that you contact us at 905-525-9140 ext. 24906 or email vespi@mcmaster.ca as soon as you know, you must contact us before 9:00 am.

In extreme weather drop-off will be relocated to JHE annex, shown on the map as the arrow to the Office and Extended Care.

Monday-Friday Afternoon

Pick-up will occur at **Big Tree** every afternoon from **4:00-4:20 pm**. When picking up a camper, a **valid photo ID** of a registered 'pick-up person' must be shown to the instructor and the attendance sheet must be initialed every day.

Each person who picks up the camper must be registered with Venture to be authorized for pick-up (up to five people allowed). If an unauthorized person tries to pick-up the camper they will be sent to the office to be validated. To authorize a new person for pick-up please contact the office 905-525-9140 ext. 24906 or email vespi@mcmaster.ca.

If your camper is registered for Extended Care they may be picked up until 5:30pm in JHE Annex A101, see the map.

All children must be picked up by 4:20 pm (5:30 pm for Extended Care). 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.

In case of extreme weather conditions, pick-up will be moved to JHE Annex, shown on the map as the arrow to Extended Care and the Office.

For campers' safety please park in Lot I and do not idle or double park.

Extended Care

*must sign-up during registration

Extended supervision is available 8:00 am to 5:30 pm in JHE A101.

There is no supervision guaranteed before 8:00 am, pick-up is at 5:30 pm.

If you fail to pick-up your child before 5:30 you will be given a warning the first time followed by a charge of an overtime fee of \$20.00 per child per additional half hour of supervision (rounded up to the nearest half hour) payable in cash immediately for each additional late pick-up.

What to Bring

- Running shoes, Venture T-shirt, and name tag (failure to wear appropriate attire could result in exclusion from activities due to safety reasons)
- Water bottle, sunscreen and hat etc. for outdoor activities
- Enough food for lunch and two snacks, No food with peanuts or traces of nuts permitted
- Money for pizza orders (\$1.25 per slice), orders will be **collected until Wednesday**, Pizza Day is Friday (snacks and drinks will still need to be brought from home)
- Swim suit and Towel on Swim Days, see below
- Long pants and hair ties for long hair on Lab Days, see below
- Canned food to be donated to our food drive
- No valuables such as mp3 players, cellphones, video game devices are permitted
- Venture is not responsible for lost or theft of items

Swim Days

Codemakers and Grade 1/2 Engineering and Science do not swim.

The other campers 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 items. Venture is not responsible for lost or theft of items

Each camper undergoes a swim test prior to the swimming activity. Should the camper fail the test they will be instructed to stay in the shallow end of the pool .

Lab Days

Long pants and running shoes are mandatory in the lab. Campers can keep their pants in their backpacks and change prior to going into the lab. Long hair must be tied back, please make sure any camper with long hair has a hair tie for their lab day.

Any camper not wearing proper attire or not following the lab rules will not be able to participate in the lab activity for their own safety.

No-Tolerance Policy

We have a no-tolerance policy for violence and misbehavior. A camper who misbehaves may be sent home for the day and/or miss activities.

Busing

Junior Counselors (**not instructors**) ride the buses with the campers, there is no supervision guaranteed at bus stops. If you have a question about your child and/or about camp please call or email the office instead of asking the Junior Counselor or Bus Driver.

Please be on time as the buses are on schedule and will not wait at the bus stop.

Bus Location	Address	Pick-up Time	Drop-Off Time
Burlington Burlington Central Library	2331 New St. Burlington, ON L7R 1J4	8:20 am	4:15 pm
Burlington Mainway Rec. Centre	4015 Mainway (Corner of Mainway & Walkers Line) ON L7P 3N9	8:05 am	4:30 pm
Oakville Glen Abbey Rec. Centre	Corner of 3 rd Line & Upper Middle Road	7:50 am	4:50 pm
Mississauga John Fraser Secondary School	2665 Erin Centre Blvd, Mississauga, ON L5M 5H6	7:35 am	5:00 pm
Grimsby Grimsby Public Library	18 Carnegie Lane, Grimsby, ON L3M 1Y1	8 :00am	5:05 pm
Winona Winona Community Centre	255 Winona Road, Stoney Creek, ON, L8E 5L3	8:15 am	4:55 pm
Stoney Creek Cardinal Newman Secondary School	131 Gray Road, Stoney Creek, ON, L8G 3V3	8:30 am	4:40 pm

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

Cancelations/Refunds

All cancelations must be made 21 days prior to the start of the registered camp week to be eligible for a refund. Cancelations are subject to an \$85.00 administration fee. **No refunds will be issued to cancellations made within 21 days of the start of the registered week of camp. No refunds for university closures. No refunds for Bus or Extended Care Fees.**

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: _____
