



COSMO MUSIC CAMP GUIDE 2024

Welcome to the Cosmo School of Music! Our Cosmo 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 Cosmo Camper are prepared to begin camp.

Contact: lesson@cosmo.ca

Website: CosmoMusic.ca

Phone: 905-787-2090



What to Bring to Camp?

- Backpack
- Facemask
- Weather appropriate clothing (i.e., mittens, scarf, hat during winter)
- Campers must wear comfortable clothing
- Additional set of clothing and shoes for outdoor time
- Labeled water bottle
- Sunscreen and hat
- 2 x snacks
- Lunch

Camp Sizes and Experience

Each camp will be supervised by one camp leader and two volunteers. Each of our camp counsellors are 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

Our regular camp hours are:

9 am – 4:30 pm

We offer extended care as well:

8:30 am – 9 am, 4:30 pm – 5 pm

The cost for each extended care slot is \$5 per day.



Cosmo Camper Arrival

Monday Morning: Cosmo Campers must be accompanied by their parent/guardian to the front desk of the Music School and signed in by an authorized parent/guardian.

To ensure the safety of all campers, only an authorized pick up/drop off person may sign in/sign out a Cosmo Camper. For campers who are required to leave the premises on their own, the parent/guardian must provide written consent to the Director of the School of Music: paymon.khani@cosmo.ca

Late Arrivals: It is important that Cosmo Campers arrive on time for the start of camp as our programming will begin at 9:00 am. We have a lot of really great programming and it is important that we are staying on schedule. It would be a shame if campers were to miss out on any of our programming!

Leaving Camp

Leaving Early: If you need to pick up your child earlier than the camp end time, please inform the front desk via email at lesson@cosmo.ca and our lessons team will notify your camp leader.

Leaving Late: If you are running late to pick up your Cosmo Camper, please inform our lesson team via telephone at 905-787-2090. If the parent/guardian is unable to pick up the Cosmo Camper by 4:30 pm, extended care charges will apply.

Cosmo Camper Sign Out

To sign out your Cosmo Camper, please visit the lesson counter. Once the sign out form is complete, our team will notify the camp leader.

Cosmo Campers must be signed out by an authorized pick-up person. **Photo ID must be presented upon pickup.** All authorized pickup individuals must be over the age of 18.



Cosmo 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 Specific Music Activities
11:30 am – noon	Outdoor Activities
noon – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Camp Specific Music Activities
3:00 pm – 3:30 pm	Outdoor Activities
3:30 pm – 4:30 pm	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 Specific 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

All Cosmo Campers will participate in a Friday Showcase from 4:30 – 5:00 pm. The Friday Showcase will provide students with an opportunity to highlight their projects for the week accompanied with a musical performance.

Outdoor Time and Unpleasant Weather

In accordance with the Child Care Early Years Act 2014, Cosmo Music 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 Cosmo Camps will break for outdoor activities on Cosmo Music property during mid-morning and afternoon. In cases of extreme weather, all measures will be taken to ensure Cosmo 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, 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 degrees Celsius 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 Cosmo Camp Registration

To make changes to your initial registration, please email our team at lesson@cosmo.ca. All changes are subject to availability.

Refunds and Full Camp Cancellations

Full refunds will be issued before May 31st, 2024 without penalty. Beginning June 1st, 2024, a percentage of the registration amount will be deducted from the refund. Refund requests and cancellations must be submitted in writing to lesson@cosmo.ca.

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, Cosmo Music reserves the right to un-enroll a Cosmo Camper if he or she is deemed to be incompatible with the program or other students. Please see below for further details regarding our Behavioral Guidelines.

Cosmo Music 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 enrollment 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 Cosmo Camper is unable to attend a day of camp, please inform our team by emailing lesson@cosmo.ca or calling 905-787-2090. Refunds will not be issued for camp absences. Camp days cannot be made up.

Medication

If a Cosmo 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 Epi Pens

Asthma inhalers and EpiPens will be labeled and easily accessible to camp staff but out of reach of Cosmo Campers. If you wish to discuss a Cosmo Camper's medical condition in advance, please contact our Music School Director at paymon.khani@cosmo.ca.



Accidents and Emergencies

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

Our Cosmo 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 Cosmo 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 Cosmo 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 Cosmo Camper stays home if they are not feeling well or are exhibiting any COVID-19 symptoms.



By enrolling in the Cosmo Camp, you confirm that you are self-screening at home prior to attending camp.

Allergies

For Cosmo 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 refrigerable lunches and snacks for each day that your Cosmo Camper is attending camp. Cosmo Campers will not be permitted to share food with other campers. All Cosmo 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 Cosmo Camper allergies within your camp setting. You will be notified of any additional restrictions.

Cosmo Music will have additional snacks on hand. These snacks include:

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

Valuables

Cosmo Music will not be held responsible for any lost or stolen items while at camp. Please ensure all your Cosmo 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 Cosmo Camper ratio. All our camp staff will be wearing Cosmo Music ID badges for easy identification. As mentioned above, our camp leaders are trained in First Aid and CPR/C.

It is in strict Cosmo Music policy that no child is ever left alone. Children will always be supervised by Cosmo 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 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.

Behavior Guidelines

It is the goal of Cosmo Music to ensure a safe, healthy, and respectful environment for all our Cosmo Campers. All Cosmo Campers are expected to follow the behavioral guidelines and program rules.

Camp Behavior Guidelines and Program Rules:

- All Cosmo Campers are encouraged to participate in all camp activities, follow camp staff directions and always stay with their respective camps
- Cosmo Campers must be respectful, and considerate of other campers and volunteers
- Cosmo Campers must be respectful of Cosmo Music property, and property of other campers and staff

If a child does not follow the behavior guidelines, our camp staff will take the following Three Step Model:



Step One

For the first occurrence, the child will be redirected and encouraged to exhibit more appropriate behavior.

Step Two

The student will meet with the school Director or will discuss strategies to better resolve the behavioral challenge.

Step Three

If the first two steps have been deemed unsuccessful, the parent/guardian will be contacted immediately by the school Director and asked to pick up their Cosmo Camper.

The following are considered as zero tolerance behavior and will result in the Cosmo Campers immediate termination from camp with no refund:

- Using profanity, vulgarity, or obscenity
- Use of alcohol or drugs
- Verbal or physical abuse of other participants or staff
- Stealing or damaging Cosmo Music property
- Indecent exposure